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Directory of Services

Bureau of Land Management
Service Center
December 1992

The Bureau of Land Management's Service Center is committed to providing high quality assistance and support to all the individuals who use its services. This directory is intended to inform clients, both within and outside the Bureau, of the wide variety of services they may request or expect from the Service Center. It will be updated as necessary. Requests for additional copies of this directory should be addressed to the Printed Materials Distribution Section (SC-657B) at:

Bureau of Land Management
Service Center
Building 50, Denver Federal Center
P.O. Box 25047
Denver, CO 80225-0047

Suggestions for improvements are appreciated. Please direct comments to the Technology Transfer Staff (SC-140) at the address above. An evaluation form is provided for your convenience on the last page of this directory.

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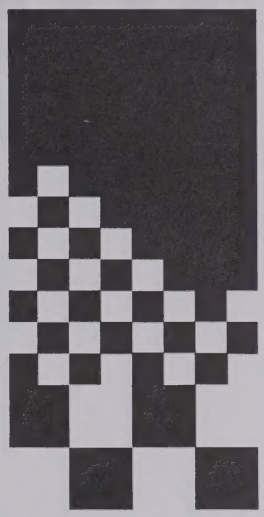

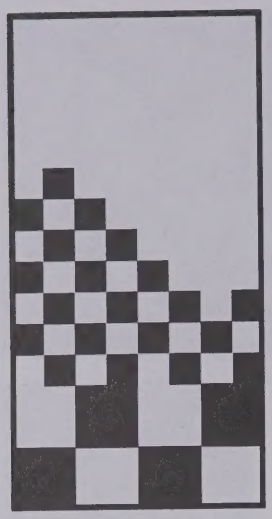

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Introduction

Most people are familiar with the term "service center," but many do not have a clear understanding of what a service center is, why it exists, what it provides, and how it is beneficial. This is true of the Bureau of Land Management's (BLM's) Service Center.

The Service Center's Role

The Service Center (SC), located in Denver, Colorado, is often confused with BLM's Colorado State Office, but the functions of the SC are actually quite different. The SC primarily provides diverse support and services to the Bureau's field and Headquarters offices. It is a unique facility within the Bureau, established to handle those administrative, technical, and management support services that are most efficiently performed centrally, such as financial management and accounting, large procurements, and development of standard automated systems (Figure 1).

Having a centralized facility that handles specific tasks is beneficial for a large organization like BLM because it results in more efficient use of time by freeing up field office employees to spend more time on the ground in activities that are directly accessible by the public. The tasks performed by the SC would greatly impact field offices if the SC did not exist. For example, in 1992, the SC:

- Provided senior level technical assistance in BLM resource management programs for 90 percent of the Districts and 95 percent of the Resource Areas
- Provided maintenance support for approximately 40 existing automated systems that operate throughout the Bureau, and responded to approximately 750 requests, each containing one or several requirements, for fixes and improvements to these systems
- Balanced the books for nearly $1 billion
- Provided support and coordination for nearly 150 BLM research projects, and designed and built a Science Management Information System to track those projects
- Completed engineering reviews and/or provided design assistance for 16 projects, completed designs for 19 projects, and performed analyses/evaluations/studies for 37 future maintenance/construction projects
- Responded to several thousand calls from users of various BLM resource management automated systems
- Assisted in the production of nearly 50 publications, 20 videos, and 300 graphics images

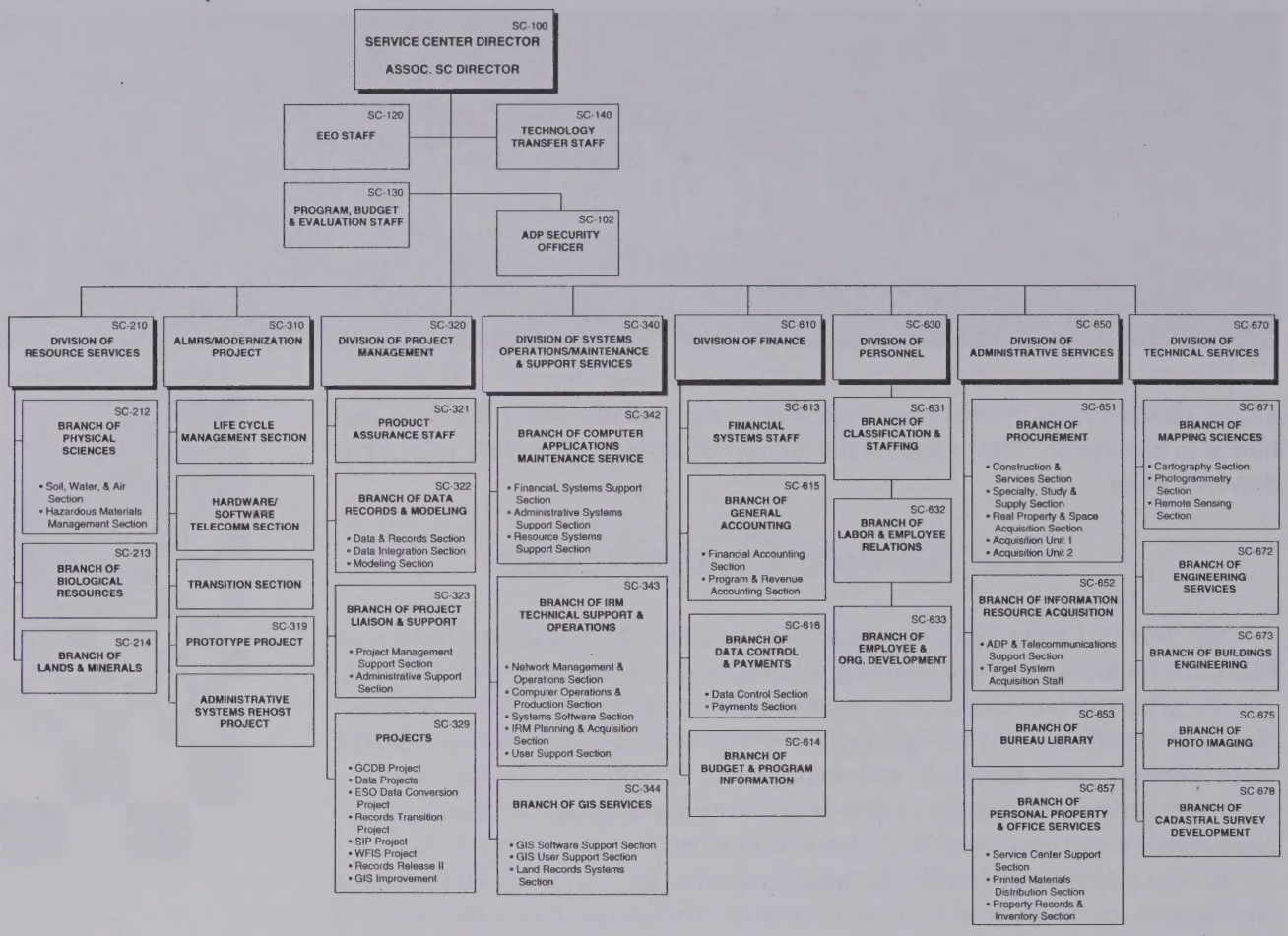


Figure 1. Organization of BLM's Service Center.

- Responded to 635 requests for help, problem resolution, and policy coordination between BLM, MMS, and the public

Additionally, a centralized facility for staff with specific areas of expertise results in cost savings to other BLM offices. Field offices often have a need for a technical specialist to address a specific problem or to work on a specific project. Having a specialized staff at the SC allows field offices to request their services as the need arises, rather than having to hire someone with the required expertise on a temporary basis. The SC staff contributes its expertise to support Bureau functions. For example:

- The natural resource and land management staffs contribute skills that are often highly technical and specialized to help field offices rapidly resolve critical and complex issues; they also provide user support in the application of automated systems to Bureau programs.

- Staffs skilled in technical support programs, such as mapping science, engineering, photo imaging, and cadastral survey, provide technical assistance and site development support to natural resources and other programs to help field offices successfully complete their missions.

- Staffs skilled in Information Resource Management (IRM) assist natural resource, administrative, and technical services program offices at all levels in completing their Automation/Information Resource Management/Mod-

ernization (AIM) projects, and also assist in the operation and maintenance of implemented automated systems.

In order to better understand the functions, priorities, and services provided by BLM's Service Center, it may be helpful to recognize the organizational setting within which it operates.

The Mission & Organization of the Bureau

BLM is responsible for the stewardship of the Nation's public lands. It is committed to manage, protect, and improve these lands in a manner to serve the needs of the American people for all times. Management is based on the principles of multiple use and sustained yield of our Nation's resources within a framework of environmental responsibility and scientific technology. These resources include recreation; rangelands; timber; minerals; watershed; fish and wildlife; wilderness; air; and scenic, scientific, and cultural values.

Most of the land and resources managed by BLM are in the West, so therefore most of BLM's offices are scattered throughout the Western States (Figure 2). Land and mineral estate located east of the Mississippi River are administered through the Eastern States Office in Springfield, Virginia. BLM's Headquarters Office is in Washington, DC, and is often referred to as the Washington Office (WO).

Within the states having BLM-administered public lands, there are currently 12 State Offices (SOs), each managing several of the 58 District Offices (DOs), which in turn oversee a number of the 140 Resource Area Offices (RAOs). Outside of this structure, there are some Bureauwide detached offices, including the Boise Interagency Fire Center (BIFC) and the SC.

Each level of the organization has its own mission, responsibilities, and functions:

- The WO performs strategic planning, develops and coordinates policy, and provides oversight and evaluation of field operations.

- SOs interpret National policy, determine Statewide policy and program direction, and facilitate and coordinate implementation of that policy.

- DOs support, oversee, and guide their RAOs, as well as perform some operational work, provide certain services, and provide expertise not available in other offices. In addition, DOs serve as the secondary contacts for all program-related activities.

- RAOs are responsible for the local resource management activities, working on the ground to ensure matching of public demand and resource capability on a day-to-day basis. RAOs are the primary initial contacts for local public, political, and resource use information on all program related activities.

- BIFC provides expertise and logistical support for the Bureau's Fire Management, Aviation Management, and Law Enforcement Programs, as well as guidance on the use of applied electronic and sensing technology in land and resource management.

The SC provides services and support for all levels of BLM's organization.

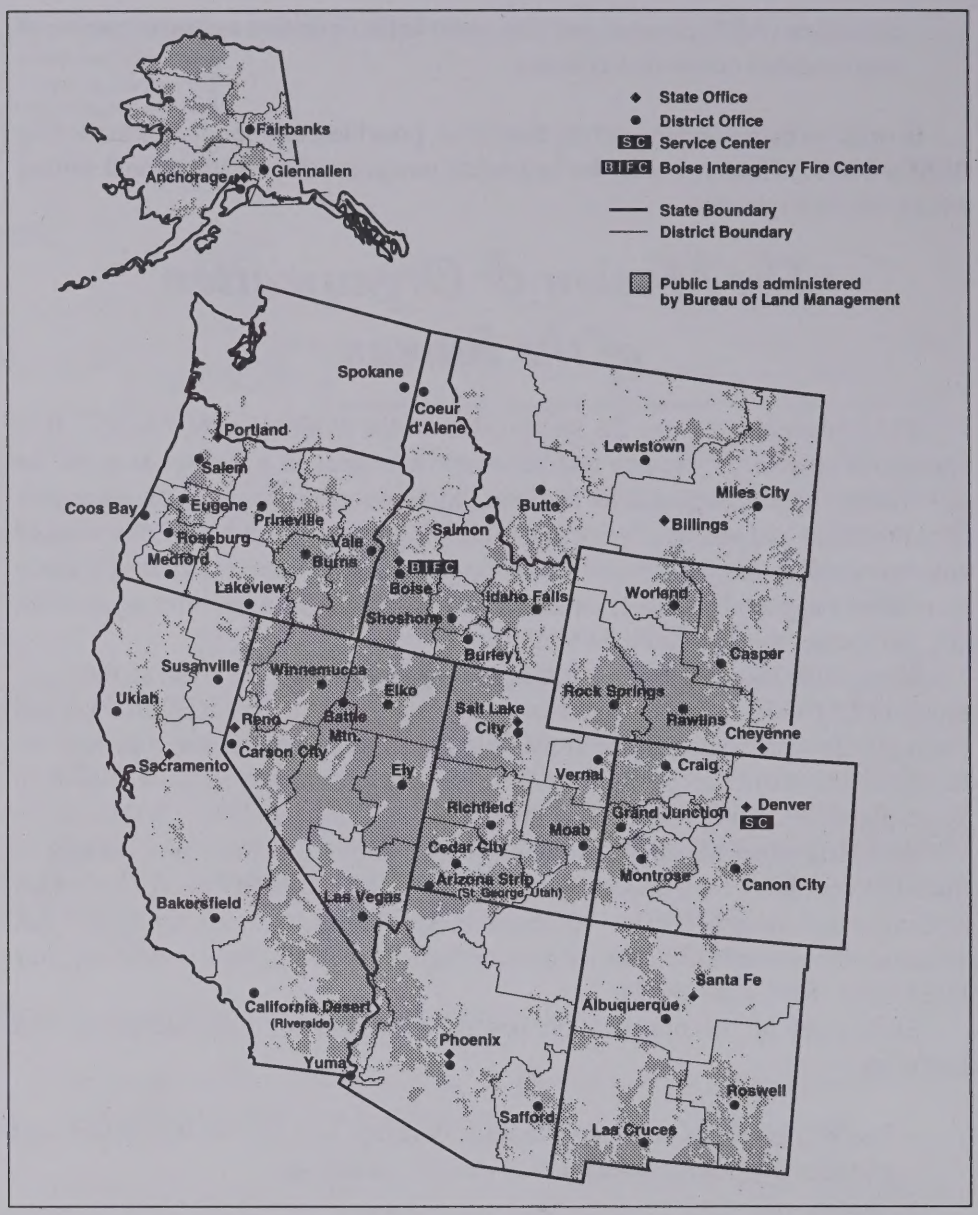


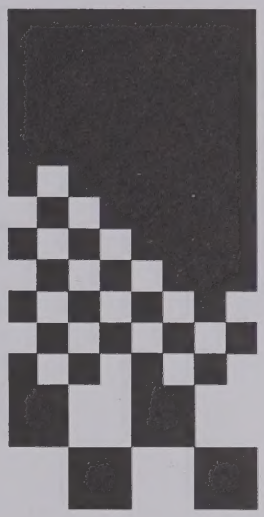
Figure 2. Location of BLM-administered public lands, as well as State and District Offices in the West.

Services Provided

What follows is information about the wide array of services currently provided by the SC. The information is broken down into separate writeups under broad categories for easy reference. Within each category, the writeups describe the services provided, define which SC organizations provide them, and list the benefiting clients. In addition, because the SC both supports others in the use of automated systems and uses automated systems in providing services, the writeups contain specific information on automation assistance. Names and phone numbers of SC employees are included in Appendix 3 to assist clients in requesting specific services or more information.

The SC is truly a service organization, and is committed to providing timely, quality support and assistance to all Bureau offices. By improving automated support capabilities, and by increasing cooperation and partnerships, BLM's SC strives to provide the best services possible, so that in turn, field offices can better serve the needs of the public.

Automated Information Systems (AIS) Security



Services

Assures that appropriate practices and safeguards are employed to provide proper site security, security of computer applications, and data security. Adapts policy, standards, guidelines, and procedures to govern security aspects of AIS activities within the SC.

Coordinates development of computer security plans for systems containing sensitive information, certification of application systems used to process sensitive information, continuity of operations/disaster recovery planning, system software security, personnel clearance procedures, security training, risk assessments, risk analysis of information technology facilities, and AIS security audits.

Participates in determination of appropriate security safeguards to incorporate in AIS, design reviews, and systems tests prior to systems implementation.

Reviews and approves the AIS security safeguards included in contract specifications for the acquisition or operation of hardware, software, software development, or equipment maintenance services.

These services are provided by the AIS Security Officer (SC-102).

Automation Assistance

Supports the password retrieval system (RPAS), which provides State Security Officers the ability to retrieve passwords for all user IDs assigned to personnel within their state.

Supports the Departmental Hacker Incident Reporting requirement through the development and review of the daily Invalid Logon Incident Report for the Honeywell DPS 8000.

Clients

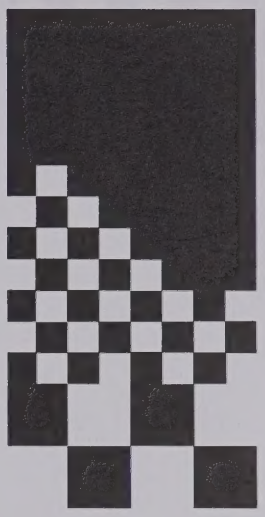
Assistance is provided primarily for SC Divisions and Branches, as well as for individual automated system users. Advice and consultation are also provided to other Bureau offices, Department of Interior agencies, and computer security workgroups.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for AIS Security are listed beginning on page 123 of Appendix 3.

Automated Land & Mineral Record System (ALMRS)/Modernization Project

Services



The ALMRS/Modernization Project is the largest Bureauwide automation effort. The objective of the Project is to improve quick access to public land information through increased and improved automation of data pertaining to Bureau programs.

The Project scope includes the acquisition of hardware, software, and telecommunications in three phases. The first phase involves a rehost of current administrative systems onto new hardware. The second phase is development of the Automated Land and Mineral Record System, which involves an initial prototype of core functionality, followed by initial ALMRS development and fielding on new hardware, and then the development and implementation of the remaining ALMRS capabilities. The third area is the development and implementation of the basic capability to automate resources information in support of land use planning and environmental analysis activities.

The SC spearheads the ALMRS/Modernization Project, serving as the focal point for planning and development, and supporting implementation of the ALMRS/Modernization system in the states. The SC:

- Provides a wide range of services for the ALMRS/Modernization Project, including project planning, project management, acquisition support, development of specifications, design activities, contractor management, coordination of states' planning efforts and participation in specifications development, and transition support.

- Provides technical specialists for Life Cycle Management (LCM), software engineering, contract monitoring, cost control, installation planning, and hardware and communications design and integration.

- Serves as the central coordinator in working with BLM field staff to develop detailed system specifications, site preparation plans, implementation plans, and training plans.

- Coordinates data standardization, data modeling, and data integration for the ALMRS/Modernization system.

- Coordinates technical and programmatic efforts with the field and WO.

- Operates the ALMRS INFO-FAX to answer specific questions about ALMRS/Modernization and related projects.

The scope of services ranges from centralized planning and management to answering requests for information, and from supporting policy and program

initiatives to facilitating state and WO efforts to plan and implement the ALMRS/ Modernization system. This is a long-term project with many complexities and interrelationships. Services are wide in scope and are tied into many other programs, therefore having many impacts.

These services are provided by the ALMRS/Modernization Project Office (SC-310). Other project efforts in support of the ALMRS/Modernization Project, including the Geographic Coordinate Data Base Project, Software Improvement Project, Records Transition Project, Record System Release 2 Project, and Data Collection/Validation Project, are provided by the Division of Project Management (SC-320). Acquisition management and support for the ALMRS/Modernization Project are provided by the Branch of Information Resources Acquisition (SC-652) in the Division of Administrative Services (SC-650).

Automation Assistance

Supports the development of the ALMRS/Modernization system for Bureauwide use. Has completed evaluation of alternative feasible architectures for ALMRS/ Modernization, has developed the functional requirements for the ALMRS/Modernization effort, and has implemented those requirements in the form of a Functional Specification for ALMRS/ Modernization. Has issued a Request for Proposals (RFP) incorporating the functional specification and will award the ALMRS/ Modernization contract to the successful offeror.

Manages contractor tasks for the design, development, testing, integration, installation, and implementation of ALMRS/Modernization hardware and software components. Conducts formal reviews of contractor performance for the ALMRS/ Modernization Project and prepares and reviews system life cycle specifications, documentation, and reports for the ALMRS/Modernization Project Office. Assesses field office training issues in coordination with Phoenix Training Center (PTC), the Washington Office (WO), and SOs. Assists in the development of the ALMRS/ Modernization system, and its transition to operation and maintenance mode.

Provides support for various data collection efforts and a variety of other activities related to rehosting of administrative systems and the implementation of the ALMRS/Modernization system. These efforts include:

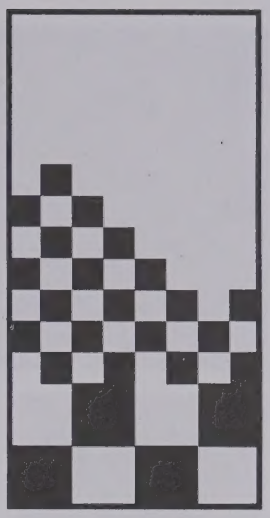
- Geographic Coordinate Data Base (GCDB) Project: GCDB is the development of a data base of geographic coordinates representing significant points on the Public Land Survey System. It is intended to provide the spatial graphic foundation for ALMRS and provide the capability to link records data to resource data.

- Software Improvement Project (SIP): This project is charged with preparation of functional specifications for delivery to the ALMRS/Modernization system vendor to redesign and convert to software code. Existing systems will be converted to new hardware with no change in functionality. In some cases, software is being reverse-engineered to develop the specifications.

- Records Transition Project: The intent of this project is the development of an orderly process for transferring or migrating manual, paper, microform and other nonautomated records to an automated system for the ALMRS/Modernization Project. The major emphasis will be to support the changes to BLM's title records as affected by the implementation of ALMRS. This change to automated records will heavily impact BLM public room users. Therefore, this project envisions the guidance for transition to a public room which utilizes automated ALMRS products as the base land record system.

- Record System Release 2.0 (RS2) Project: Release 2 will consolidate the records processing capabilities that currently reside in Case Recordation, Online Recordation and Case Access, Mining Claim Recordation, and Interim Record Release 1 systems. This project will allow the Bureau to prepare records data, documentation, and technical skills for the ALMRS/Modernization Project and dispense with the costly maintenance associated with multiple existing hardware platforms.

- ALMRS Data Collection/Validation Project: After collection and validation, Legal Land Description (LLD), Status, and withdrawal data will be converted and integrated with land and mineral records data onto a relational data base. The conversion will use ALMRS data standards developed through the ALMRS analysis and logical data modeling processes. Automated tools will be provided to continue to edit and validate ALMRS collected data, as well as that data currently maintained in the Case Recordation and Mining Claim Recordation Systems. Match/Merge software is used to perform data entry, editing, comparisons, and merging of LLD and Status data. The software is operational and is maintained on state DPS6+'s. The Service Center also runs the software on the PRIME to identify data inconsistencies between Case Recordation and Mining Claim Recordation land description data and the LLD data files.



Clients

The ALMRS/Modernization Project clients are IRM personnel in the states who are responsible for the installation of the new systems and the users in the states who participate in ALMRS boards and committees throughout the life of the project. The ALMRS/Modernization Project Office also provides support for policy and budget issues to BLM's Washington Office staff. The ultimate clients of the ALMRS/ Modernization Project will be all users of ALMRS systems and information, including BLM staff and managers nationwide, other Federal agencies, State and local governments, and members of the public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for the ALMRS/Modernization Project are listed beginning on page 123 of Appendix 3.

Cadastral Survey

Services

Training:

- In response to diverse field office requests, conducts, manages, and designs classroom training courses and seminars; prepares, maintains, and distributes audiovisual programs and technical, educational, and public contact publications about cadastral survey.

Development:

- Manages the cadastral survey monumentation quality control/assurance program, and maintains and analyzes corrosion progression and frost heave movement at BLM test bed sites.

- Performs the required analyses of surveying instrumentation, techniques, and systems developed by private industry and other Government organizations before procurement, adoption, or adaptation by the Bureau for surveying activities.

Consultation:

- Provides technical leadership and consultation for all cadastral applications of all phases of geodesy, including AIM issues.

- Provides technical leadership as Cadastral Data Administrator.

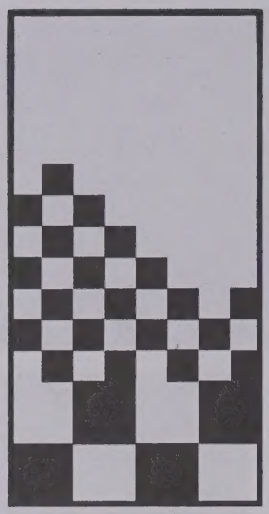
- Provides technical assistance, in response to field office requests, for the use of cadastral software applications and instrumentation system operations.

- Consults with foreign governments, such as the government of Palau, and provides technical assistance on land mapping and surveying practices.

- Consults on cadastral data (spatial) issues with ALMRS/Modernization program.

Other:

- Manages the cadastral survey equipment cache. Provides rapid, temporary replacements of surveying instruments for BLM cadastral field crews in order to avoid downtime; maintains expensive or one-of-a-kind systems for project



surveying; procures new instrumentation and maintains current systems; provides specialized training for new or complex systems; initiates consolidated procurements.

- Presents professional papers and furnishes graphs, illustrations, and major exhibits for public contact presentations, national and international conventions, and meetings as directed by the BLM WO or as requested by field offices.

These services are provided by the Branch of Cadastral Survey Development (SC-678) in the Division of Technical Services (SC-670). The Division of Project Management (SC-320) is a secondary source of information on cadastral survey as it relates to the GCDB Project data collection contract, verification, and validation.

Automation Assistance

Prepares, tests, and documents computer programs for unique cadastral survey systems, e.g., Global Positioning Systems (GPSs). Provides user support and generates standards and specifications for new applications and concepts.

Develops and modifies PCCS programs for the GCDB Project. Provides assistance and maintenance for PCCS programs.

Provides technical consultation and cadastral liaison for AIM functions.

Clients

Clients are primarily cadastral survey field personnel in all BLM SOs. However, services are also provided for SC Divisions and Staffs, other Federal agencies, State and local government offices, and the private sector.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Cadastral Survey are listed beginning on page 124 of Appendix 3.

Coal Management

Services

Provides a wide range of services for the Coal Management Program, including technical consultation on program areas relating to mining plans, inspection and enforcement, production verification, exploration activities, mined land reclamation, surface- and ground-water hydrology, etc.

Provides technical specialists for program evaluations (Technical Procedures Reviews or TPRs, Management Control Reviews or MCRs, and Alternate Management Control Reviews or AMCRs) and for national policy/regulation rewrite task forces.

Instructs at Phoenix Training Center in technical areas relating to coal management. Develops training courses and materials with PTC in conjunction with other coal specialists. Hazardous materials issues pertaining to coal management are addressed by hazardous materials management specialists.

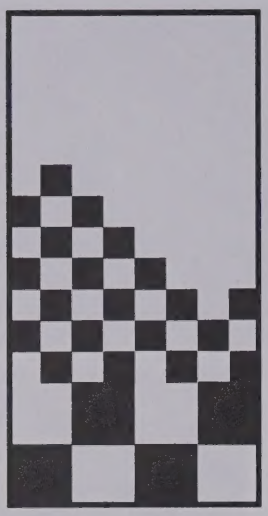
Supports data exchange between the Minerals Management Service (MMS) and BLM for solid leasable mineral actions. The SC accepts lease production data from MMS and distributes those data through an automated system to Bureau solid leasable mineral operations offices nationwide. Data exchange agreements exist with MMS for BLM to receive coal production data from the MMS Common Reference Database (CRD). This is an informal agreement between BLM (both the Washington Coal Program Office and the SC) and MMS.

These services are provided by the Branch of Physical Sciences (SC-212) and the Branch of Lands and Minerals (SC-214) in the Division of Resource Services (SC-210). The scope of services ranges from 2-minute telephone requests on a specific function of the program to multiple-year evaluations and investigations of functional user requirements for the Coal Management Program.

Automation Assistance

Provides technical and Automated Data Processing (ADP) expertise on the Coal Management Program (SC-210). Additional ADP services, project management, data modeling, and system design and development (programming) are provided by the Division of Project Management (SC-320) and the Division of Systems Operations/ Maintenance and Support Services (SC-340).

Supports the development of automated systems for the Coal Management Program (SC-214). Evaluates proposed systems for automation, develops functional user requirements for automated systems, analyzes changes in the Coal Management Program, and recommends changes to automated systems to keep them current with the programs they support. Modifies functional user requirements where necessary, and tests developed systems for the required functionality. Writes user guides for automated systems and revises the user guides as required to meet Coal Management Program directives.



Provides the user representative (SC-214) for operation of the new Solid Leasable Mineral System Phase II (SLMS II). Provides user support for coal automated systems by answering the telephone hotline and visiting field offices.

SLMS II contains data on coal leases, licenses, permits, and applications. The system provides data on operations conducted by industry on those leases. SLMS II data are maintained on public, acquired, and Indian lands. SLMS II is supported by BLM's Master Name System and Case Recordation (CR) System. SLMS II uses the Name Identifiers (NIDs) from the Master Name System to identify coal lessees, licensees, permittees, and applicants. Information required to manage the coal program is found in SLMS II and the CR System. SLMS II functional requirements are part of the ALMRS/Modernization RFP and a merging of data in both systems will occur in the future ALMRS/Modernization Project.

Clients

Primary clients are solid leasable mineral specialists in BLM's WO and field offices nationwide. Support is currently provided to over 135 BLM specialists. Secondary clients are BLM managers, other agency personnel (notably Minerals Management Service and Bureau of Indian Affairs), and the public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Coal Management are listed beginning on page 125 of Appendix 3.

Communications Products

Services

Provides creativity, fresh ideas, experience, and a team of individuals with a variety of skills to assist others in producing effective, high quality communications products. These skills include:

Communications Planning and Consultation:

- As a team, guides clients through the planning process before beginning any communications project. Planning for all projects includes analysis of audience, objectives, content, product concept, media, treatment, reproduction and distribution, cost, approval, and schedule. The process results in a creative approach aimed at obtaining the desired audience response through increased message retention.

- Ensures that the product follows applicable Bureau and Departmental guidelines, standards, and protocol.

Writing/Editing:

- Consults with authors on effective methods for organizing and presenting information.

- Edits, revises, and rewrites manuscripts to improve products in terms of content, consistency, and the logical development of ideas and concepts.

- Creates original writings designed for specific audiences and media to accomplish stated objectives.

- Proofs final pages of camera-ready text before they are sent to the printer.

Products include communications plans, interpretive brochures and signs, newsletters, books, national program strategies, professional journal articles, technical notes and reports, user guides, training materials, and video scripts.

Audio Visual Production:

- Provides a complete range of services from concept to completion of simple or complex audio and video productions.

- Scripts, lights, shoots, directs, produces, edits, and reedits video, slides, and graphics into effective presentations.

- Contracts with production facilities and professional talent as required for each production.

- Shoots slides, prints, and transparencies with 35mm or 4- x 5-inch still cameras.

Products include information dissemination videos, describing new and multiple uses for today's technology; visitor center, exhibit, and public information videos, portraying BLM managed lands, byways, and activities; outreach videos, delivering BLM's message and appeals to specific groups; and documentation videos, recording information for future reference, archives, and litigation.

Graphics:

- Develops designs for any visual presentation of ideas, including visual products that clarify complex concepts and similar design elements for families of products.

- Produces camera-ready art for reproduction by offset printing, silk-screen, or photocopy.

- Creates original art digitally or by more traditional means (such as pen & ink or paints).

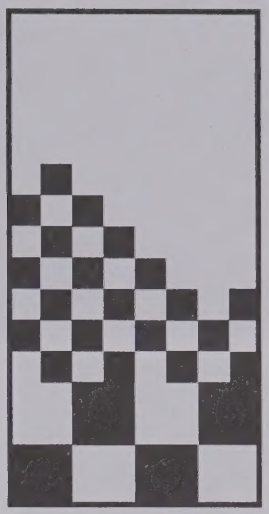
- Coordinates with printing specialists, cartographers, and photo agencies, and orchestrates contracts for the production of specific elements of complex projects.

Products include printed materials, such as fliers, technical notes, posters, brochures, and books; exhibits, such as tabletop displays and large, free-standing exhibits; presentation materials, such as overheads, slides, briefing boards, flip charts, and computer-driven presentations; video support materials, such as props, sets, graphics, and titles; and attractive, professional page templates for productions carried out by other offices.

Schedules are determined on a project-by-project basis, with priority given to Bureauwide assignments and those with special management importance. Projects having extensive out-of-pocket costs, or requiring one workmonth or more of labor, are funded by clients.

These services are provided by the Technology Transfer Staff (SC-140). Products for publication are coordinated by the Staff, working in conjunction with the SC Printing Specialist (SC-657B). The Division of Project Management (SC-320) provides similar kinds of communications support and products as part of their project assistance role, including program/project newsletters; professional papers; program/project charters, plans, and statements of need; computer documentation; analyses, reports, handbooks, manuals, and scientific papers; pamphlets; training packages; displays/demonstrations; editorial/publication support; public room support; and outreach support (schools, booths, conventions, seminars, recruitments) for individual projects.

Clients



Services are available to all BLM offices. Current clients include all Divisions at the SC, the WO, and at least six SOs in such programs as Fish & Wildlife, Recreation, Recruiting, Volunteers, Cadastral Survey, AIM, Range, Cultural Resources, Soils, Riparian Area Management, Minerals, and Wild Horses and Burros. Services are also provided for Department of the Interior (DOI) offices and other agencies on occasion.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Communications Products are listed beginning on page 126 of Appendix 3.

Computer Applications

Services

The Bureau has a wide variety of ADP systems used Bureauwide or by multiple states. These systems require constant updating and maintenance to respond to changes in the laws and regulations that govern Bureau programs, to adapt to new technologies, and to improve the ways in which the systems support the people who use them. The SC:

- Provides complete maintenance support for ADP systems including mainframe based systems, minicomputer based systems, and microcomputer based systems.
- Provides systems analysts for the analysis and design of customer required software changes or resolution of problems.
- Provides programmer analysts to program and verify changes developed in COBOL, FORTRAN, C, dBASE III+, and Focus programming languages and to maintain system documentation and procedures.
- Provides configuration management specialists to assist in the controlled implementation of software changes at required site(s).

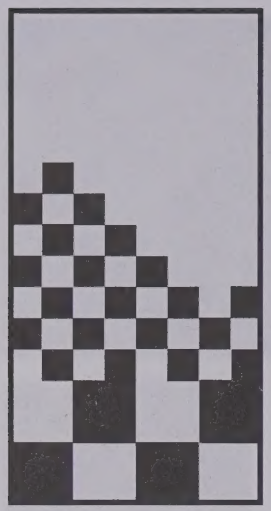
The SC has implemented and continues to develop rigorous quality standards and review procedures, with the goal to constantly improve the quality and responsiveness of systems maintenance work.

These services are provided by the following Sections within the Branch of Computer Applications Maintenance Services (SC-342): Financial Management Systems Support, Administrative Systems Support, Resource Systems Support, and Land Record Systems Support. The Branch is part of the Division of Systems Operations/Maintenance and Support Services (SC-340). The Division of Project Management (SC-320) is a secondary source of information on developmental and Prototype applications, ALMRS data installation packages, configuration management, LCM, computer automation support, analytical support (relational data base management system or RDBMS, etc.), and software improvement.

Automation Assistance

Provides ADP maintenance support and technical expertise for the following systems:

Adopt-A-Horse
Aircraft Contract Monitoring
Automated Directives Digest



Automated Fleet Management
Automated Inspection Records
Automated Lease Management
Automated Personal Property
Bond Surety
Cadastral Survey Field Note Index
Case Recordation
Chargeback
Data Element Dictionary
Departmental Fleet Management
Federal Financial
Financial Interface
Grazing Authorization Billing
Inventory Data
Legal Land Description
Maintenance Management
Master Name
Match/Merge
Material Disposal Reporting
Mining Claim Recordation
Monthly Report of Operations
Remote Entry of Time and Attendance Reporting
Personnel Management Evaluation Questionnaire
Public Domain Forestry Inventory
Rangeland Improvement Project
Motor Vehicle Reconciliation
Solid Leasable Minerals
Status
Water Power
Wildfire Automated Reporting (BLM and F&W)

Clients

Primary clients in most cases are the specialists who use the individual systems within BLM. These specialists are located in BLM's WO, SC, SOs, and field offices nationwide. Secondary client support is provided to Bureau managers. In addition, some systems, such as the Departmental Fleet Management (DFMS) and Personnel Management Evaluation Questionnaire Systems serve external clients including: Bureau of Indian Affairs (BIA), Bureau of Mines (BOM), Bureau of Reclamation (BOR), Fish and Wildlife Service (FWS), National Park Service (NPS), Office of Surface Mining (OSM), U.S. Geological Survey (USGS), DOI, Department of Defense (DOD), and Western Area Power Administration (WAPA).

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Computer Applications are listed beginning on page 126 of Appendix 3.

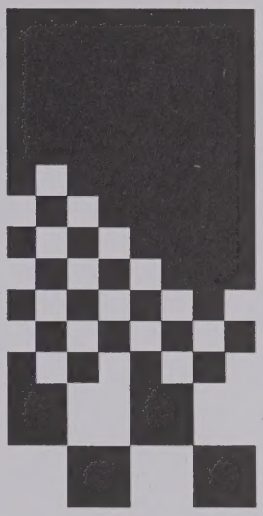
Computer Operations

Services

Provides a variety of services in support of IRM, including computer operations and production, systems software support, planning and acquisition, and user support for all SC and Bureauwide systems. Services are provided through phone consultations and onsite visits.

Provides training through one-on-one situations as well as structured and semistructured courses. Training is usually offered on demand, but some courses are presented regularly.

These services are provided by the Branch of IRM Technical Support and Operations (SC-343) in the Division of Systems Operations/Maintenance and Support Services (SC-340).



Automation Assistance

Computer Operations and Production:

- Supports computer operations (mainframe and minis, tape libraries). Operates and maintains computers in an attended mode 18 1/2 hours a day, 5 days a week. The remainder of the time, computers operate unattended.

- Provides production management for systems. Assists users in operating software systems; prepares output products; maintains production libraries; assures compliance with LCM/ADP standards.

- Provides software release processing. Tests software installation before release; assures complete documentation; assists developers in software testing and installation; assures configuration management of software.

- Provides capacity management. Monitors computer usage and performance; prepares and distributes utilization reports; makes recommendations for improving operations and systems use.

Systems Software Support:

- For the Honeywell DPS-8000, maintains system configuration; installs, tests, and implements system software releases; maintains GCOS-8 operating system; maintains utility and special software; monitors system performance; diagnoses and resolves problems; provides direction and oversight for system save/restore activities; provides system administration (user access, disk resource allocation, etc.); maintains data communications software.

- For the Honeywell DPS-6, provides system configuration and administration; installs, tests, and implements system software releases; maintains DPS-6 operating system; maintains utility and special software; builds system release files/distributes to SOs; provides technical assistance to SO DPS-6 support staff; monitors system performance and diagnoses and resolves problems; provides direction and oversight for system save/restore activities; provides system administration (user access, disk resource allocation, etc.); maintains data communications software.

- For the PRIME 6550 and 9955, provides system configuration and administration; installs, tests, and implements system software releases; maintains PRIMOS operating system; monitors system performance; diagnoses and resolves problems; provides direction and oversight for system save/restore activities; provides system administration (user access, disk resource allocation, etc.).

- For the DPS-8000 DM-IV data base, installs, tests, and implements Data Base Management System (DBMS) software; develops and maintains data base schemas and subschemas; monitors DM utilization; provides integrity and recovery capabilities; develops and maintains transaction processing executives; monitors transaction processing performance; diagnoses and resolves problems; provides technical consultation to application software staff.

- For the PRIME ORACLE data base, installs, tests, and implements PRIME ORACLE releases; monitors DB utilization; provides integrity and recovery capabilities; monitors performance; diagnoses and resolves problems; provides technical consultation to application software staff.

- Provides technical assistance to DPS-8000 users, DPS-6 users, and PRIME users; provides training on PRIME and DPS Plus system administration as requested by field offices.

IRM Planning and Acquisition:

- Plans, researches, develops, and conducts Bureauwide ADP/IRM and data communications procurement activities involving hardware, software, maintenance, and service. Provides Bureauwide and Departmentwide support to ADP/IRM Contracting staff on a full range of procurement activities such as preparing technical specifications (RFPs), performing evaluations, benchmarking, negotiating, and related activities. Provides Contracting Officer's Representative (COR) for ADP/IRM contracts. Maintains inventories on a variety of hardware and software covering mainframe and minicomputer systems (Honeywell and PRIME), and on various GIS hardware. Maintains a library containing technical reference materials (DATAPRO and Faulkner) and vendor information (GSA Contract Schedules, product and pricing brochures) on a wide range of hardware, software, maintenance, and service companies.

- Consolidates and prepares the Bureau Multi-Year ADP and Data Communications Procurement Plan (MYPP) for submission to Headquarters. Provides guidance and technical assistance to SC and field offices in preparation of MYPP/ADP procurement justifications and studies. Performs technical evaluations and analyses required to consolidate and prepare the Bureau

MYPP. Tracks MYPP activity to monitor acquisition trends and recommend procurement strategies.

- Analyzes and technically evaluates Bureauwide requests for IRM-related acquisitions, including equipment, software, and services, to ensure required justifications comply with Bureau, Department, and Federal guidelines and regulations. Prepares and/or analyzes required justifications for Bureau and DOI procurements involving multi-year cost implications of computer hardware options.

User Support:

- Performs onsite evaluations of PCs and terminals in their normal operating environment, diagnoses problems, coordinates with the office responsible for the equipment on warranty status, and makes all arrangements for maintenance, repair, and replacement of SC equipment. Coordinates use of loaner equipment from a limited cache during repair.

- Provides configuration consultation for new equipment purchases, and assists in writing specifications for such purchases. Ensures that equipment to be purchased matches SC and Bureau standards. Provides standard configurations for SC PC equipment acquisitions. Maintains involvement in installation and deinstallation of equipment by vendors, and works with the Branch of Personal Property and Office Services (SC-657) to properly distribute excess equipment.

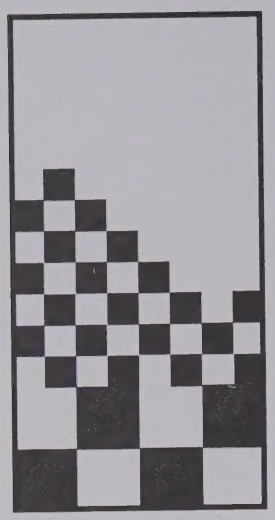
- Provides assistive technology services, in cooperation with the Colorado Assistive Technology Project, to improve the ability of individuals with disabilities to interact with their surroundings and to function in a more meaningful and rewarding manner. Services include evaluating the needs of a person with disabilities, helping to select and obtain appropriate devices, and training the individual to use the devices effectively.

- Provides hotline support for users with questions pertaining to software and/or hardware. Also provides support for questions pertaining to Local Area Networks (LANs) and telecommunications through coordination with the appropriate specialists.

- Distributes tips, techniques, and user assistance bulletins to PC users at the SC.

Clients

Provides computer operations and production management for systems, as well as Honeywell computer system administration and user support, for all BLM offices. Cooperates with other Federal agencies, such as FWS in providing certain services, and provides technical evaluation and contract administration support for DOI as well.



Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Computer Operations are listed beginning on page 128 of Appendix 3.

Data Administration

Services

Data administration at the Service Center is a relatively new service that plays an integral part in information resources management, and specifically, in managing the Bureau's data. The Service Center is committed to handling the Bureau's data resources as one of the Bureau's most important assets.

The Service Center provides operational data administration support to Bureauwide systems managed at the SC. The SC:

- Implements policy and procedures related to strategic data planning
- Provides data input to Life Cycle Management (LCM)
- Facilitates data stewardship, data security, data documentation, data exchange
- Manages the Data Element Dictionary (DED)
- Develops training to meet the BLM's current and future information needs.

A large part of this support is in maintaining data standards and serving as the manager of BLM's corporate DED, which was developed in cooperation with the WO Data, Records, and Mapping Staff. Random sampling of data, data set team naming, and DED maintenance and cleanup are all part of data administration as well.

These services are provided by the Branch of Data Records and Modeling (SC-322) in the Division of Project Management (SC-320).

Automation Assistance

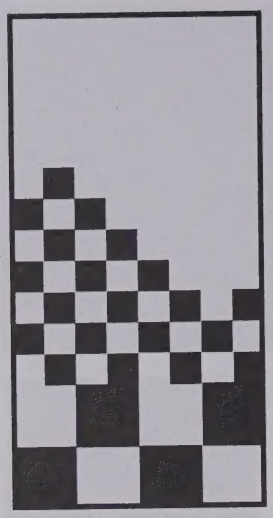
Assists State/Center offices and WO with DED change/update procedures. Maintains logs and records for dictionary changes.

Assists ALMRS/Modernization Project Staff with data issues and new corporate dictionary development.

Assists all other BLM AIM project staffs with data issues.

Clients

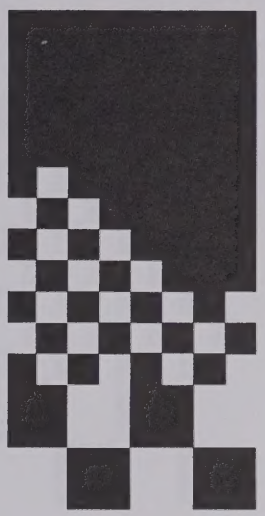
Services and technical and operational support are provided Bureauwide, particularly to State Data Administrators, AIM Project Managers, and ALMRS/ Modernization Project personnel.



Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Data Administration are listed beginning on page 129 of Appendix 3.

Eastern States Data Conversion/Collection



Services

Provides programming support and the Development and Technical Representative is locatedto the Eastern States (ES) Project on the conversion of other agencies' Status data.

Provides data analysis, program specifications, and development and testing for the conversion software.

Coordinates with other agencies on establishing conversion procedures, data content, and refinement of data relationships.

Develops the conversion software and ORACLE forms.

Provides the conversion software package for installation on the ES Jackson and Milwaukee Districts' PRIME computers.

Provides system documentation, technical support, user guides, and conversion training to the ES District Offices.

These services are provided by theES Data Conversion Project Staff (SC-329.03) in the Division of Project Management (SC-320).

Automation Assistance

Provides assistance for:

- ALMRS/Modernization Project
- Geographic Coordinate Data Base
- Interim Record Release 2
- Initial Operating Capability (IOC)
- Data Projects

Clients

These services are provided for Eastern States, field offices, and other BLM Project Managers.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for ES Data Conversion/Collection are listed beginning on page 129 of Appendix 3.

Energy & Minerals Liaison

Services

Provides Energy and Minerals Program support on a national scope through a Liaison Team, which operates within the parameters of the BIA, BLM, MMS Tripartite Memorandum of Understanding (MOU). The Team provides direct BLM-MMS, BLM-other agencies, BLM-industry, and BLM-public interfaces in the following areas:

- Problem resolution — The team responds to requests for information concerning resolution of routine or procedural problems, policy clarification, resolution of interagency conflicts, and new interagency initiatives. More than 400 problems are resolved annually.

- Interagency support — The team improves interagency working relationships by conducting an aggressive interagency outreach program, including training workshops for both BLM and MMS; participating in or conducting interagency studies that develop national energy policies and procedures; and responding to unprogrammed interagency initiatives.

- Intra-agency, interagency, and industry/Government automation activities — The team conducts analyses, writes specifications, and provides user support for intra-agency, interagency, and industry/Government automation efforts.

The Liaison Team is part of the Branch of Lands and Minerals (SC-214) in the Division of Resource Services (SC-210), but is located at the MMS Royalty Management Program (RMP) offices in Lakewood, Colorado. The Division of Project Management (SC-320) is also a source of energy and minerals information as it pertains to records, records management, records standardization, and ALMRS.

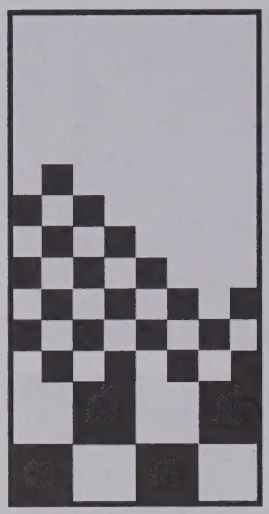
Automation Assistance

Responds to data availability questions and resolves systems operations problems for:

- BLM — ALMRS, Monthly Report of Operations (MRO), and Automated Inspection Records System (AIRS).

- MMS — Common Reference Data Base (CRD) and Business Information System (BIS).

- Interagency — Interagency Data Verification System (IDVS).



Participates in an industry/Government user group charged with developing electronic data interchange of regulatory information. Acts as the user representative for automated MMS-BLM data exchange. Acts as consultants and developers on automation initiatives.

Provides user representation, systems analyses, and ADP consulting services for MMS-BLM Data Transfer System, Science Management Information System, and proposed IDVS.

Clients

Problem resolution is provided internally for Divisions within the SC; the WO; SOs, DOs, and RAOs; and PTC. This service is also extended externally to the RMP Office; MMS Headquarters Office in Washington, DC; other Interior agencies; U.S. Forest Service (USFS); State Oil and Gas Commissions; industry; and the public.

Interagency support is provided to the same internal clients. External clients include the RMP Office, other Interior agencies, USFS, and industry.

Intra-agency, interagency, and industry/Government automation activities support is provided internally to Divisions within the SC, the WO, and SOs. External clients are the same as those for problem resolution, with the exception of the public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Energy & Minerals Liaison are listed beginning on page 130 of Appendix 3.

Engineering

Services

Engineering Services:

- Provides conceptual planning and engineering design, construction inspection, and maintenance plan assistance. Produces conceptual and final designs for approximately 20 projects/year, including roads, bridges, dams, pipelines, and recreation facilities.

- Maintains and updates approximately 120 guide specifications and drawings related to civil engineering works. Serves on the Bureau Engineering Review Team.

- Provides technical training in design and inspection for field personnel through the Phoenix Training Center. Trains approximately 75-100 employees/year by routinely presenting courses, including: Basic Construction Inspection (9100-1), Intermediate Construction Inspection (9100-2), Soils and Engineering Materials Evaluation (9100-8), Construction Specifications Writing (9100-13), Basic Water Pipeline and Pump Design (9100-17), and Advanced Water Pipeline and Pump Design (9100-18). Other courses are presented as requested by field offices, such as Road Design System (RDS). All costs, except for workmonth costs, associated with courses held on request are generally covered by the requesting office.

- Provides technical expertise/assistance on industrial hygiene for the Bureau and on safety for the Service Center. Occupational health and safety issues addressed include chemicals, noise, ergonomics, and indoor quality. All costs associated with an evaluation, except for workmonth costs, are generally covered by the requesting office.

- Provides technical expertise/assistance to the Bureau on environmental engineering issues.

Building Engineering:

- Provides site master planning and building project planning for recreation sites, field offices, visitor centers, BIFC, and other similar projects.

- Reviews, evaluates, and prepares reports for proposed buildings to provide compliance with Universal Building Codes and state and local codes, and to provide energy savings.

- Provides designs, construction plans via AutoCAD, and project specifications for construction and maintenance of recreation sites, field offices, and other projects that are building related.

- Provides designs for the rehabilitation of existing buildings and for historic preservation.

- Provides seismic expertise for BLM.

- Consults, designs, and advises on retrofitting buildings for handicapped accessibility, and provides accessibility designs for new buildings and recreation sites.

- Provides interior space planning and interior design to create a user friendly environment.

- Selects, writes, and administers Architect/Engineer design contracts.

- Inspects, evaluates, and prepares reports for existing buildings to determine the architectural, structural, mechanical, and electrical status and any possible retrofit requirements.

- Ensures implementation of the requirements of the Uniform Federal Accessibility Standards (UFAS).

- Provides training on building maintenance and construction.

- Maintains and updates approximately 400 guide specifications.

- Provides guidelines and procedures for seismic safety of new building construction.

These services are provided by the Branch of Engineering Services (SC-672) and the Branch of Building Engineering (SC-673) in the Division of Technical Services. The Branch of Building Engineering is the contact for a Cooperative Agreement with Physically-Challenged Access to the Woods (PAW), has a representative on the Boards of both the National Center on Accessibility and the Bureau's National Accessibility Guide Team, and is the lead contact for Bureau guide specifications.

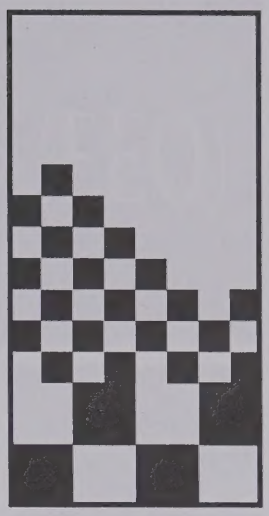
Automation Assistance

The Branch of Engineering Services (SC-672) maintains the Facilities Inventory and Maintenance Management System (FIMMS) and the RDS for Personal Computers (PCs). The Branch also evaluates and provides assistance and advice on engineering computer applications.

Clients

The Branch of Engineering Services supports primarily BLM clients, but also provides bridge and dam safety coordination for other organizations. Clients for the Branch of Building Engineering are primarily BLM offices.

Contacts



Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Engineering are listed beginning on page 130 of Appendix 3.

Equal Employment Opportunity (EEO)

Services

Provides information and assistance to management, employees, and the public to clarify issues and questions relating to EEO programs that are required under Title VII of the Civil Rights Act of 1964 (as amended in 1972 to include Federal Government employees).

Assists in planning and implementation of sound and progressive EEO policies, goals, and actions through the SC's Equal Opportunity and Affirmative Employment Programs. Develops statistical reports on employment, promotion, training, awards, and occupational distribution to ascertain EEO progress, pinpoint deficiencies, and make recommendations. Evaluates employment patterns and practices to identify current or potential problems and initiates action to strengthen the program in deficient areas. Provides training and technical assistance in EEO to supervisors, managers, and employees.

Provides program direction and information through special observances for the SC's Special Emphasis Programs, including the Federal Women's Program, Hispanic Employment Program, Black Employment Program, and Disability Employment Program. Provides counseling on affirmative employment to members of each special emphasis group. Advises the SC Management Team on issues of concern and efforts needed to enhance minority employment.

Through the Complaints of Discrimination Program, provides information and services prior to and during the complaint process. Services include informing employees and supervisors of misunderstandings that may be due to unintentional or misinterpreted actions or activities related to the workplace or work requirements.

Provides general information about BLM careers and occupations, and SC career and hiring opportunities to the public in coordination with the SC Personnel Office.

These services are provided by the EEO Staff (SC-120).

Clients

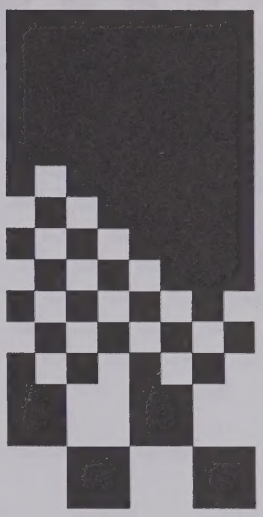
Assistance is provided for SC employees and the public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for EEO are listed beginning on page 131 of Appendix 3.

Finance

Services



Provides Federal Financial System (FFS) security. Security tables are maintained to control all access to the Bureau's financial system and allow only a select match of document input authorization and individuals based on assigned duties. FFS Security Coordinator handles requests for changes to individual security profiles.

Distributes FFS production reports and addresses questions and issues concerning these processes. Systems production is controlled at the SC, and includes scheduling, coordinating with the BOR's Administrative Service Center, managing production error conditions, coordinating nightly parameters, and managing system resources. Distributes all reports to users via electronic transmission, microfiche, or paper copies.

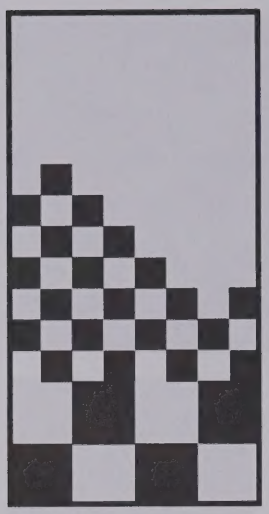
Develops financial systems. New information requirements or changes in dependent systems require an ongoing financial systems development effort; the developmental products can range from a new report or resorting of data on an existing report, to a new subsystem or interface. Provides skills to analyze problems, define functional requirements, and test and implement system changes.

Provides accounting services that affect, in some way, all customers inside and outside the Bureau. Information is available in the form of online tables, reports, and custom inquiries. Offers a considerable variety of accounting services, including:

- Office of Management and Budget (OMB), Treasury, and Departmental Reporting
- Working Capital Fund (WCF) Operations
- Accounts Receivables and Collections
- Project Accounting
- Property Accounting
- Labor Cost Reconciliation
- Cash Reconciliation
- General Ledger Maintenance

Provides budget and program information, improving outreach to customers. Users of the Bureau's management reports frequently call with questions on the contents or the interpretation of the data. Answers incoming calls in the Branch of Budget and Program Information and directs them appropriately. Also coordinates training requirements, and occasionally presents training courses, such as the billing and collections workshop.

Administers Payments in Lieu of Taxes (PILT) Program and answers questions regarding PILT payments and entitlements. The Bureau PILT Program disburses approximately $100 million a year to local governments to compensate for lower tax bases due to Federal Government land within its boundaries.



Processes payments to states and local government (non-PILT), and answers questions relating to these payments. The Bureau receives over $200 million a year in special receipt funds that must be accurately processed and shared with state and local governments in accordance with authorizing legislation. Also answers questions relating to collections to the Special Receipt funds.

Processes payments to employees and vendors (nonpayroll) and answers questions relating to the status of payments, receipt of invoices, travel vouchers, and unliquidated obligations. All Bureau Treasury payments (excluding payroll) are processed centrally through the SC, including employee travel-related payments and payments to vendors for goods and services delivered to the Bureau.

Automation Assistance

Administers FFS production and security by controlling and monitoring all input to and output from the system, and provides training to the Bureau on FFS.

As requested, provides input, assistance, coordination, and personnel for the development of new automated financial systems or the modification or conversion of existing systems.

Uses the following automated systems:

- FFS
- Grazing Authorization and Billing System (GABS)
- ALMRS
- Payroll/Personnel System (PAY/PERS)
- Automated Fleet Management System (AFMS)
- Automated Personal Property System (APPS)
- Automated Lease Management System (ALMS)
- Remote Entry of Time and Attendance Reporting System (RETARS)

Clients

Services are provided for internal BLM offices, external Government offices (Treasury, OMB, Department), non-Government vendors, and State and local governments.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Finance are listed beginning on page 131 of Appendix 3.

Fleet Management

Services

Vehicle Acquisition:

- Provides all Bureau offices with the vehicles and construction equipment necessary to accomplish assigned tasks. The combined BLM and General Services Administration (GSA) fleet of over 5,800 vehicles/equipment is centrally managed from the SC. Develops vehicle and heavy equipment specifications to be used in procuring new and replacement equipment.

- Reviews field office requests for vehicles and equipment for consistency and adequacy. Prepares and submits orders for all types of vehicles to GSA and to the Branch of Procurement (SC-651).

- Reviews requests for acquisition of vehicles/equipment from excess equipment lists and makes recommendations to the WO on the advisability of acquisition.

- Provides assistance to all offices in the development of fleet management plans by reviewing current inventory and requirements and developing future requirements based on Bureau guidance and user plans.

Fleet Management and Disposal:

- Provides technical advice on operation, repair, and maintenance for all types of vehicles and equipment. Provides assistance in determining warranty coverage for vehicles and equipment and expedites vendor action.

- Monitors recall notices applicable to the BLM fleet and informs affected activities of necessary action.

- Provides onsite assistance visits and training to all field offices in the use of the Automated Fleet Management System (AFMS), fleet recordkeeping, preparation of specifications and requests, and reviews of fleet operations. This assistance also includes the redistribution, pooling, and disposal of vehicles and equipment.

- Provides the WCF Manager in the Division of Finance (SC-610) with replacement costs for all types of vehicles, and other support as necessary.

- Provides the interface between field offices and GSA for various reports, such as changes to Fedstrip activity address codes and information on vehicle operations and procurement requirements.

These services are provided by the Branch of Personal Property and Office Services (SC-657) in the Division of Administrative Services (SC-650), with the Branch of Computer Applications Services, Administrative Systems Support Section (SC-342B), and the Branch of General Accounting, Financial Accounting Section (SC-615A).

Automation Assistance

Manages the Bureau's AFMS, which includes an ASPEN data base that is available to all offices. The AFMS tracks all of the costs and the amount of utilization of all vehicles/equipment in the Bureau. Provides assistance on all vehicle utilization and reporting into the AFMS. Coordinates all new procedures or revisions to the AFMS with the Division of Finance and data automation personnel in SC-342B. Assists GSA motor pools in resolving any problems they have with BLM field offices that affect the AFMS.

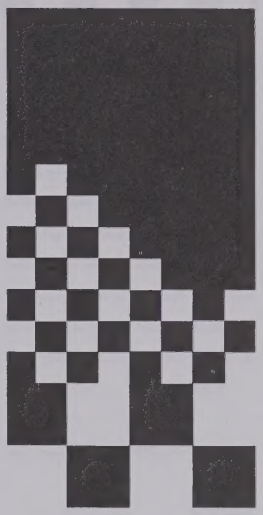
Clients

Services are provided primarily for BLM offices, with some support provided to GSA.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Fleet Management are listed beginning on page 132 of Appendix 3.

Forest Management



Services

Provides senior technical leadership, assistance, and support in developing, and/or adopting, and utilizing new and emerging natural resource management and automation technologies in BLM's Forest Management Program.

Provides input to Bureau policy and directive formulation at the request of WO and SC management.

Provides technical assistance and consulting services in planning and executing forest and woodland inventories, including data processing and data analysis. Training and consulting is available onsite at field locations.

Maintains expertise in forest growth and yield projections and available state-of-the-art computer models for estimating forest growth.

Determines allowable sale quantities, when requested by field offices, using mathematical modeling techniques and computer algorithms. Provides timber harvest scheduling options for Resource Management Plan alternatives.

These services are provided by the Branch of Biological Resources (SC-213) in the Division of Resource Services (SC-210).

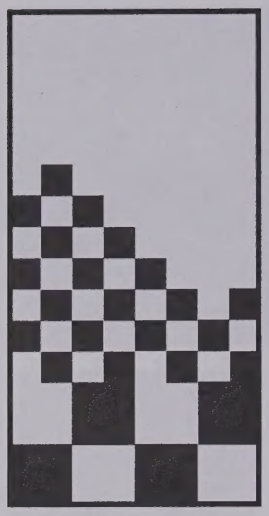
Automation Assistance

Provides user representation, including training and system support, for the Material Disposal Reporting System and the Public Domain Forest Inventory System. The Material Disposal Reporting System is a cooperative effort between the SC and the Oregon SO.

Supports the development of automated systems for the forest management program. Develops functional user requirements, recommends changes to automated systems, tests systems, and writes user guides for systems.

Clients

Serves foresters, forest technicians, and resource staff members in all BLM field offices (SOs, DOs, and RAOs) with technical forestry and automation problems. Consults with managers regarding technical forest and woodland management issues. Serves the Headquarters Office in developing forest management policy and implementation procedures.



Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Forest Management are listed beginning on page 133 of Appendix 3.

Geographic Coordinate Data Base (GCDB) Project

Services

Manages geographic coordinate data collection efforts, develops GCDB standards and methodologies, and manages the data collection contract used in a number of states.

Geographic coordinate data for over 36,000 townships are being collected in Arizona, Alaska, California, Colorado, Eastern States, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, and Wyoming offices. The ALMRS/Modernization Prototype Project will use 120 townships in New Mexico. Initial data collection is from existing source documents available in BLM records. In some cases, supplemental information from other Federal, State, and local governments may be incorporated into the data base.

Maintains partnerships with other projects and offices such as Legal Land Description (LLD)/Status, SOs, Headquarters, Project Management Boards, Information Resource Management Review Council (IRMRC), and the ALMRS User Acceptance Team.

Services are provided by the GCDB Project Office (SC-329), end users (testing), Prototype states, and the SC Contracting Officer. The Division of Project Management (SC-320) is a secondary source of information and provides support, such as record data collection, standardization, validation, project charter and plan development, and clerical assistance, for this Project.

Automation Assistance

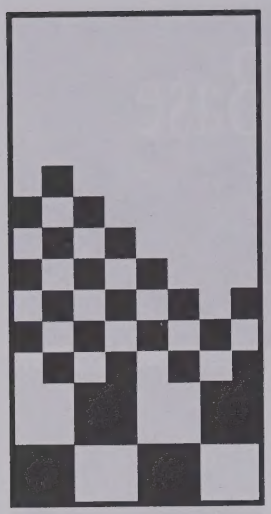
Provides assistance for:

- GCDB
- Public Coordinate Computational System (PCCS)
- Alaska Hydrography Digitizing System (AHDS)
- ALMRS/Modernization Project
- Prototype Project

Updates and improves any software that is used for data collection in the Bureau, and provides assistance and user documentation for such software.

Clients

Services are provided for the SC, field offices, the WO, GCDB data collection teams, and other Government agencies.

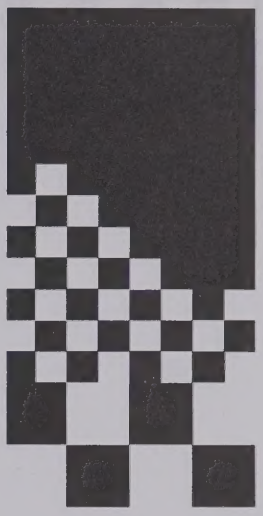


Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for the GCDB Project are listed beginning on page 133 of Appendix 3.

Geographic Information Systems (GIS)

Services



GIS tools are used to analyze the impacts of multiple land use scenarios throughout the Bureau. Individual classes of data are collected into map themes per unit of area (e.g., USGS map quadrangle). Theme data can include ownership, range, vegetation, other habitat, toxicity, viewsheds, and underground resource models. Several combinations of these themes are used to assess the effective impact on Federal land of any specific proposed use. Once data is collected, the analysis can be done in hours, when it would otherwise take months. Oregon alone has collected thousands of data themes to support GIS analysis.

Land Records Systems:

- Develops IRM computer-based products using ORACLE on a PRIME super minicomputer. The SC is currently working in conjunction with the Alaska SO on the development of the Interim 1 Land Records System. When the Interim 1 Land Records System (Alaska only) is in production, approximately 300,000 land cases will be stored on and accessed from magnetic media. There will be about 2.5 million action records on disc to track these cases.

- Provides system maintenance support once the Interim 1 Land Records System is placed in production. Records Release 2 will be implemented once Interim 1 is operational, and will integrate the data and functions from the Bureau's current case tracking systems into one system/data base for the ALMRS/Modernization Project.

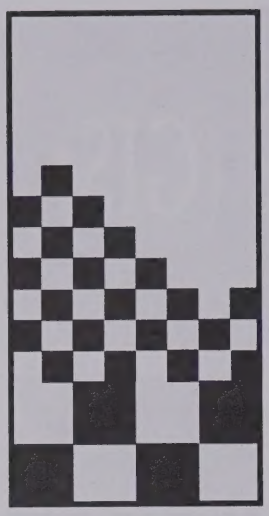
GIS Software Support:

- Develops IRM computer-based products using the FORTRAN and C programming languages, and the ORACLE RDBMS, operating on several levels (sizes) of PRIME super minicomputers. The current production GIS application in the Bureau is the Map Overlay and Statistical System (MOSS) family of systems. MOSS offers geographically and spatially correct computer tools with which to portray and analyze several land management scenarios where there might otherwise be time and manpower to develop only one.

- Supports technical needs of annual, national MOSS Users Conference.

- Reviews impact of new data collection hardware and software on GIS data integrity.

- Supports adaptive, corrective, and perfective system maintenance.



GIS User Support:

- Provides technical user support, including development, maintenance, and implementation of training, user documentation, hotline operations, and technical applications assistance, for implemented components of the Bureau's GIS and records application software.

- Additionally, constructs, documents, and maintains test data bases for implemented components of GIS and records software.

- Coordinates GIS courses with Phoenix Training Center and presents courses as requested by field offices, including: Introductory and Advanced Automated Digitizing System, Introductory and Advanced Cartographic Output System, Introductory and Advanced GIS, and Special GIS Applications.

These services are provided by the Branch of GIS Services (SC-344) and the Land Records System Support Section of the Branch of Computer Applications Services (SC-342D) in the Division of Systems Operations/Maintenance and Support Services (SC-340). Contractors also provide support. Additionally, the Division of Project Management (SC-320) provides information and support, such as record data collection, standardization, validation, project charter and plan development, and clerical assistance.

Automation Assistance

Land Records Systems: The functionality of the Interim I Land Records System and Records Release 2 will replace the CR, Mining Claim (MC) Recordation, and Online Retrieval Case Access (ORCA) systems in the lower 48 states, and the Alaska Automated Land and Record System (AALRS).

GIS Software Support: Supports the automated MOSS GIS, and the underlying modeling techniques. Three other agencies, Bureau of Reclamation, Forest Service, and Fish and Wildlife Service, use the MOSS software in varying degrees. Through an MOU signed in October 1991, BLM provides leadership in the advancement of the MOSS GIS toolset through coordination provided by the GIS Software Support Section of the Branch of GIS Services.

GIS User Support: Supports training, user testing, and documentation for automated GIS and underlying modeling techniques.

Clients

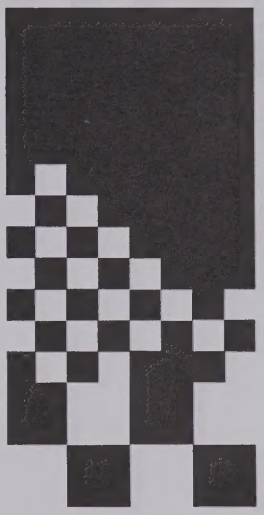
Services for the Land Records Systems will be provided to SOs (Alaska first) when the Interim Land Records System transfers to production status.

GIS software and user support services are provided to current and potential users of the MOSS GIS tools and all varieties of resource specialists throughout the Bureau. While the location of the computer platform is principally at SOs, the use of the system can extend to the RAOs through the use of telecommunications.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for GIS are listed beginning on page 133 of Appendix 3.

Hazardous Materials Management



Services

Serves as a center for scientific, technical, engineering, contracting, and informational services for the Hazardous Materials (Hazmat) Program in support of field office clients.

Provides technical assistance and contract support in the management of hazardous materials. Some examples of the kinds of assistance provided include developing Bureauwide methodologies in hazardous materials management, analyzing ground- and surface-water contamination issues, reviewing disposal reports for technical adequacy and proposed remedial action, determining the need to perform regulatory compliance audits, providing sampling plans to assess possible hazmat concerns, providing assistance to and obtaining technical support from contractors, and evaluating national hazmat contracts.

Develops training modules for hazmat personnel in cooperation with Phoenix Training Center.

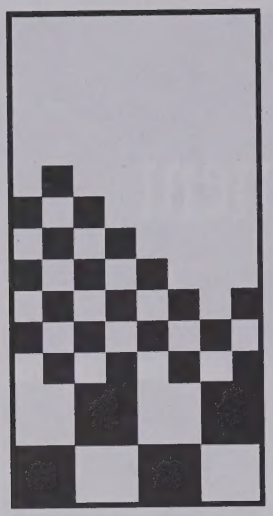
Performs Environmental Audits of Facilities (EAFs) and coordinates the audit process (SC-672).

These services are provided by the Branch of Physical Sciences (SC-212) in the Division of Resource Services (SC-210). In addition, the Branch of Mapping Sciences (SC-671) and Branch of Engineering Services (SC-672) in the Division of Technical Services (SC-670), and the Branch of Procurement (SC-651) in the Division of Administrative Services (SC-650) provide technical assistance to the Hazmat Program. Scientists in the Remote Sensing Section (SC-671C) support Hazmat management activities by acquiring and interpreting aerial photography, processing satellite imagery, analyzing geophysical data, and constructing three-dimensional computer models. The Division of Project Management (SC-320) also provides information and support, such as record data collection, standardization, validation, project charter and plan development, and clerical assistance for automation projects related to hazardous materials management.

Automation Assistance

Works with other agencies and contractors on site-ranking methodologies and supporting software.

Provides automation assistance in processing digital imagery, constructing GIS data themes, entering and manipulating geophysical data, and developing three-dimensional computer models of Hazmat site environments (SC-671C).



Clients

Serves all WO, RAO, DO, and SO Hazardous Materials Program personnel and their managers. The Hazardous Materials Program staff works closely with all Interior agencies, as well as the Department itself.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Hazardous Materials Management are listed beginning on page 134 of Appendix 3.

Information Resources Acquisition

Services

Handles the acquisition of ADP and telecommunication equipment, software, services, and maintenance over $25,000 ($50,000 for GSA schedule purchases).

Obtains required approvals; prepares solicitations; issues RFPs; determines competitive range; performs cost/price analyses; negotiates with offerors; awards contracts; debriefs unsuccessful offerors; administers contracts.

Provides procurement advice and prepares operating policy for WO issuance.

Provides acquisition management and support for the ALMRS/ Modernization Project and related data and records projects. This includes both primary and support contracts for automation and data collection.

These services are provided by the Branch of Information Resources Acquisition (SC-652) in the Division of Administrative Services (SC-650).

Clients

Support for the ALMRS/Modernization and related data and records projects is provided primarily for the respective project offices, with the total Bureau ultimately being the beneficiary.

ADP and Telecommunication support is provided for all BLM State Offices, the SC, and BIFC.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Information Resources Acquisition are listed beginning on page 136 of Appendix 3.

Lands, Realty, & Rights-of-Way

Services

Recommends, reviews and comments on proposed rules or new guidance affecting the Lands Program.

Assists with training, program development, or program evaluation as necessary. Provides instruction for the Lands Course (2000-18) as requested by the Lands Coordinator at PTC.

These services are provided by the Branch of Lands and Minerals (SC-214) in the Division of Resource Services (SC-210). The ALMRS/ Modernization Project Staff (SC-310) provides the automated system development support, and the Division of Project Management (SC-320) provides a secondary source of information and support for the Lands Program.

Automation Assistance

The Division of Project Management provides automated records support services. The Washington Office, in conjunction with the Branch of Lands and Minerals, oversees this project effort to ensure the automated record system meets the needs of all users and to ensure adequate user representation in the ALMRS/ Modernization Project.

While ALMRS is in project status, the user representative will remain with the Project Staff. Once operational, the user representative role will shift to the Branch of Lands and Minerals.

Clients

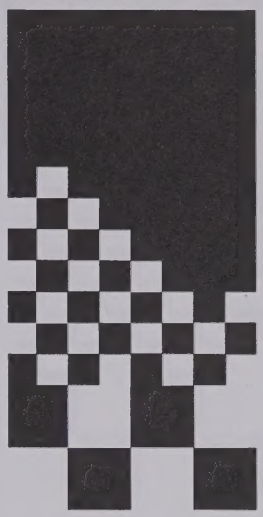
Primary customers are the Division of Project Management, ALMRS/ Modernization Project Staff, WO Lands Staff, and SO Lands Program Coordinators. The Branch also responds to some public inquiries regarding general aspects of the Lands Program.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Lands, Realty, & Rights-of-Way are listed beginning on page 136 of Appendix 3.

Library

Services



Provides professional library services to all BLM personnel, including:

- Reference — Provides a wide range of assistance, from answering short ready-reference questions to researching detailed, comprehensive information requests.
- Referral — Locates experts or specialists in virtually any subject area.
- Computerized Literature Searches — Prepares comprehensive bibliographies using hundreds of data bases on virtually any subject.
- Computerized Legal Searches — Using several commercial sources, locates or verifies legal references varying from case law to the U.S. Code.
- Document Delivery — Obtains published materials, either through interlibrary loan or purchase. Member of OCLC (Online Computer Library Center), which electronically links over 7,000 libraries around the world for resource sharing.
- Current Awareness — Publishes the *BLM Monthly Alert* in cooperation with the USFS, providing lists of recently published items for order. The Bureau Library can also do a "tailor-made" Selective Dissemination of Information (SDI) search that continuously updates an individual or group on one particular topic.
- TQM Center — Operates one of the Departmental TQM information centers for the Denver-Rocky Mountain Region. This center consists of a collection of books and journals on TQM that are available for checkout to any DOI employee. The center also can obtain access to training videos and films maintained in Washington.

Library questions can range from something as simple as all the addresses for a particular member of Congress to something as complex as the effect of cyanide contamination on wildlife species from ground-water contamination. The Bureau Library can borrow materials from over 7,000 libraries using electronic messaging, and can access over 500 data bases to locate materials. The Bureau Library is a member of Central Colorado Library System, which promotes library cooperation along the Front Range of Colorado.

In a typical month the Library will deliver over 500 documents using the B*LM Monthly Alert*, locate almost 600 other documents from literature searches or specific patron requests, perform 24 to 30 literature searches listing hundreds of

documents, purchase and maintain over 500 subscriptions, and order books on virtually any topic of interest to BLM.

These services are provided by the Branch of Bureau Library (SC-653) in the Division of Administrative Services (SC-650).

Automation Assistance

Maintains existing centralized system (Library Reference System or LRS) on the DPS-8000 for all field offices and coordinates with Software Improvement Project (SIP) staff to ensure data are transferred to new DBMS when available. Provides instruction and support to all field users.

Provides advice and consultation on library automation for field libraries.

Automates the BLM Library using commercial systems.

Clients

All services are available to all Bureau employees. The Bureau Library regularly deals with BLM personnel in the WO, and SOs, DOs, and RAOs. Access to BLM's collection is offered to the general public, but computerized services, such as literature searches, are not provided due to the cost involved and the availability of those services from other commercial sources.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for the Library are listed beginning on page 136 of Appendix 3.

Mapping Sciences

Services

Provides a centralized pool of highly skilled personnel and equipment to meet Bureauwide requirements for map production, technology development, training, and consultation in the following areas:

Cartography:

- Provides technical consultation for field office mapping support and product generation.
- Produces 1:100,000 scale series status maps (reprints or full revisions).
- Produces 1:500,000 scale series State status maps.
- Produces special use maps for wilderness, recreation, land use planning, Off-Highway Vehicle (OHV) use, resource, or other BLM program applications.
- Performs other services, such as data entry, contract administration, conventional and digital cartographic training, onsite scanning and supporting services, duplication and compositing of map separates, including four-color process proofs, peel coats, and water coat scribes. Also generates final map separates of digital files using the Kongsberg plotter for generation of film positives, scribe coats, and peel coats.

Photogrammetry:

- Provides large-scale topographic data/mapping services for engineering design, easement rights-of-way, land acquisitions, riparian survey support, hazardous materials management support, and special studies.
- Provides digital data production for Digital Elevation Model (DEM) production, aerotriangulation in support of GCDB/cadastral, volumetric computations, oil/gas well locations, and GIS/Land Records System support.
- Provides orthophoto production, including 7.5 minute production, mosaics, and large-scale mapping.
- Provides applications training on spatial data editing, including a course on Line Trace Plus software, terrestrial photogrammetry, and conventional photogrammetry as requested by field offices. Also presents courses during the BLM Mapping Science Workshop. Requesting offices generally cover all costs, other than workmonth costs, associated with presenting courses.

Remote Sensing:

- Provides satellite data analysis for landcover mapping, surface compliance monitoring, unauthorized use monitoring, hazardous materials management support, inventory stratification, and satellite data/GIS interface.

- Provides aerial photo acquisition support, such as procurement planning, administration, and inspection for resource and special purpose photography, and interpretation assistance for resource mapping applications, including habitat mapping, riparian vegetation analysis, water sources, hazardous materials management analysis, etc.

- Provides applications training, both at Phoenix Training Center and onsite, ranging from introductory and advanced training courses to management awareness briefings. Courses include: Introduction to Remote Sensing Applications (9160-1), Basic Aerial Photo Interpretation (9160-2), and Aerial Photo Contract Planning and Administration (9162-1). Courses currently under development include: Advanced Remote Sensing Applications, Introduction to Digital Image Processing, and Program-Specific Remote Sensing Applications. Requesting offices generally cover all costs, other than workmonth costs, associated with presenting courses.

- Provides large area terrain analysis and large area mosaics that are GIS compatible.

These services are provided by the Branch of Mapping Sciences (SC-671) in the Division of Technical Services (SC-670). The Division of Project Management (SC-320) is a secondary source for information on mapping as it applies to GIS, GCDB, etc.

Automation Assistance

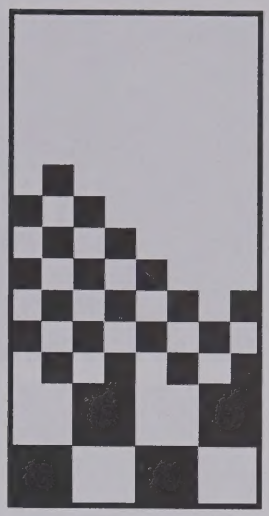
Uses and supports the following automated systems:

- Large format color map scanning for the creation of digital map information.
- Flatbed and electrostatic plotting for the production of precision output products.
- Digital file compilation and editing (Line Trace Plus software).
- Digital photogrammetry (Zeiss Phocus software) for the production of volumetric and site planning data.
- Satellite data analysis (Land Analysis System or LAS, ERDAS, and Geographic Resources Analysis Support System or GRASS software) for the production of landscape, vegetation, and habitat maps.

Clients

The Branch of Mapping Sciences works very closely with mapping personnel in the SOs and other agencies to ensure priority requirements are identified and accomplished. Primary clients for map production are internal BLM specialists and managers and the general public that use the public lands. Primary clients for technology development and training are internal BLM specialists. Consultation services are provided primarily for internal BLM specialists and other Federal, State, and local technical personnel.

The Branch has developed and manages several interagency agreements for the production of DEMs and orthophotoquads. In addition, many products are produced in close technical cooperation with USGS and other Federal agencies.



Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Mapping Sciences are listed beginning on page 137 of Appendix 3.

Minerals Resource Management

Services

Provides a wide range of services for the Minerals Resource Management Program, including geothermal, mineral material sales, noncoal mineral leasing, and uranium operations. These services consist of technical consultation on program areas relating to mining plans, inspection and enforcement, production verification, exploration activities, mined land reclamation, surface- and ground-water hydrology, etc.

Provides technical specialists for program evaluations (Technical Procedures Reviews and Alternate Management Control Reviews) and for national policy/regulation rewrite task forces.

Instructs at Phoenix Training Center in technical areas relating to minerals resource management. Develops training courses and materials with PTC in conjunction with other solid mineral resource specialists. Hazardous materials issues pertaining to minerals resource management are addressed by hazardous materials management specialists.

Supports data exchange between the Minerals Management Service (MMS) and BLM for solid leasable mineral actions. The SC accepts lease production data from MMS and distributes those data through an automated system to Bureau solid leasable mineral operations offices nationwide. Data exchange agreements exist with MMS for BLM to receive solid mineral production data from the MMS Common Reference Database (CRD). This is an informal agreement between BLM (both the Washington Minerals Resource Program office and the SC) and MMS.

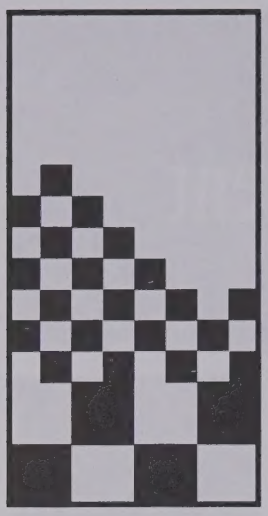
Answers a telephone hotline and visits field offices to provide user support for SLMS II.

These services are provided by the Branch of Physical Sciences (SC-212) and the Branch of Lands and Minerals (SC-214) in the Division of Resource Services (SC-210). Services ranges from specific telephone requests to evaluations and investigations for the Minerals Resource Management Program that span several years.

Automation Assistance

Provides technical and ADP expertise on the Minerals Resource Management Program. Additional ADP services, data modeling, and programming are provided by the Division of Project Management (SC-320) and the Division of Systems Operations/Maintenance and Support Services (SC-340).

Supports the development of automated systems for the minerals resource management programs (SC-214). Evaluates proposed systems for automation, develops functional user requirements for automated systems, analyzes changes in the Minerals Resource Management Program, and recommends changes to automated systems to keep such systems current with the program that the systems



support. Modifies functional user requirements where necessary, and tests developed systems for the required functionality. Writes user guides for automated systems and revises the user guides as required to meet Minerals Resource Management Program directives.

Provides the user representative (SC-214) for operation of the new SLMS II, which supports the noncoal mineral leasing area of the Minerals Resource Management Program. Provides user support by answering the telephone hotline as well as by visiting field offices.

SLMS II contains data on minerals resource leases, licenses, permits, and applications, and provides data on operations conducted by industry on those leases, etc. SLMS II data are maintained on public, acquired, and Indian lands. SLMS II is supported by the Bureau's Master Name System and Case Recordation (CR) System. SLMS II uses Name Identifiers from the Master Name System to identify minerals resource lessees, licensees, permittees, and applicants. Information required to manage the minerals resource program is found in SLMS II and the CR System.

Clients

Primary clients are solid leasable mineral specialists in BLM's WO and field offices nationwide. Support is currently provided to over 135 BLM specialists. Secondary clients are Bureau managers, other agency personnel (notably Minerals Management Service and Bureau of Indian Affairs), and the public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Minerals Resource Management are listed beginning on page 137 of Appendix 3.

Mining Law Administration

Services

Provides a wide range of services for the Mining Law Administration Program, including technical consultation on program areas relating to mining plans, inspection and enforcement, exploration activities, mined land reclamation, surface- and ground- water hydrology, etc. Services are provided through onsite visits and telephone consultations.

Provides technical specialists for program evaluations (Technical Procedures Reviews or TPRs and Alternate Management Control Reviews or AMCRs) and for national policy/regulation rewrite task forces.

Instructs at PTC in technical areas relating to mining law administration. Develops training courses and materials with PTC in conjunction with other mining law specialists. Hazardous materials issues pertaining to mining law administration are addressed by hazardous materials management specialists.

These services are provided by the Branch of Physical Sciences (SC-212) and the Branch of Lands and Minerals (SC-214) in the Division of Resource Services (SC-210). The scope of services ranges from short telephone requests on a specific function of the program to multiple-year evaluations and investigations of reclamation requirements for the Mining Law Administration Program.

Clients

Primary clients are mining law specialists in BLM's WO and field offices nationwide. Support is currently provided to over 200 BLM specialists. Secondary clients are Bureau managers, other agency personnel (notably Minerals Management Service and Bureau of Indian Affairs), and the public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Mining Law Administration are listed beginning on page 138 of Appendix 3.

BLM Library
Denver Federal Center
Bldg. 85, OC-521
P.O. Box 25047
Denver, CO 80225

Natural Resources Damage Assessment & Restoration (NRDAR)

Services

Serves as coordination point for the Bureau's participation in the NRDAR Fund Program in support of field office clients.

The NRDAR Fund has been established in the Department of the Interior to provide funding necessary to perform natural resource damage assessments. These assessments provide the basis for claims against responsible parties for the restoration of injured natural resources pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act (SARA) of 1986.

When staffed, will provide technical assistance in the preparation of proposals to request NRDAR funds and ongoing support as needed in the conduct of the assessments.

Theae services are provided by the Branch of Physical Sciences (SC-212) in the Division of Resource Services (SC-210).

Clients

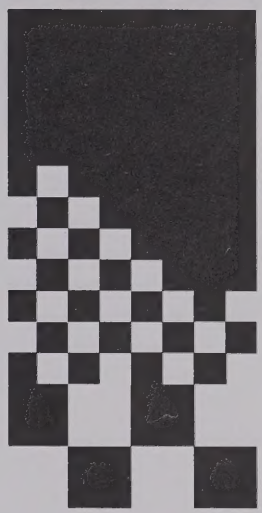
Serves all WO, RAO, DO, and SO Hazardous Materials Program personnel and their managers.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for NRDAR are listed beginning on page 139 of Appendix 3.

Office & Administrative Support

Services



Provides general office services and administrative support to the SC.

Processes incoming and outgoing mail for the SC. Picks up and delivers mail and packages five times daily in Building 50.

Provides procurement services (under $25,000) for the SC, including coordinating with requestors and suppliers, assisting with Fedstrip and GSA stores purchases, assigning the Contracting Officer's Representative (COR), and submitting invoices to the Division of Finance (SC-610) for payment.

Arranges for household moves of new employees transferring to the SC.

Provides employees with imprest funds for small purchasing up to $500, and for travel advances up to $200. The imprest fund is open daily from 9:30 to 11:00 a.m. and 1:30 to 3:00 p.m.

Assigns SC office space and makes arrangements for moving office furniture and equipment. Obtains building maintenance and repair services from GSA. Issues identification cards, building key cards, and vehicle stickers to SC employees. Makes reservations for the use of six conference rooms in Buildings 40 and 50.

Controls the SC's accountable personal property through acquisition, identification, assignment, transfer, and disposal.

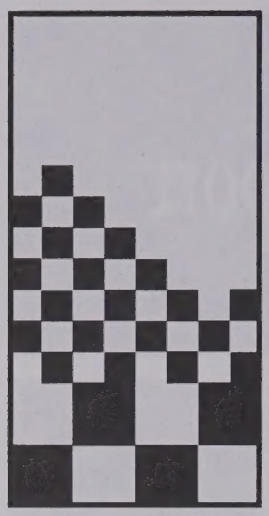
Provides vehicles for SC users. Arranges for servicing of vehicles as needed. Completes required reporting of usage and expenditures.

Reviews SC directives (Instruction Memos, Information Bulletins, Manual Supplements, and Handbooks) for proper format prior to issuance, assigning a control number to each directive and maintaining the permanent historical copy of each. Provides technical support to the Bureauwide directives program by developing and conducting Bureauwide directives training.

Provides oversight of SC implementation of information access and records management policies and procedures. Manages the Freedom of Information Act (FOIA) program for the SC. Develops and conducts orientation and training sessions on FOIA. Provides Bureauwide guidance, assistance, and training in records preservation and disaster recovery.

Provides guidance and training to SC staffs in the creation, maintenance, use, and disposition of their records and information. Provides the SC with a Records Manager who acts as liaison with the National Archives and Records Administration (NARA). Makes arrangements for transfers of official records to the Federal Records Center. Develops and maintains the SC records inventory. Develops and oversees correspondence policy. Controls the numbering and design of local forms and maintains the forms historical files. Develops and conducts Bureauwide records management training.

These services are provided by the Service Center Support Section (SC-657A), Branch of Personal Property and Office Services, in the Division of Administrative Services (SC-650).



Automation Assistance

Provides the user representative for the Automated Directives Digest Bulletin (DDB) and updates the system on a monthly basis. Provides the Project Manager for the Records Inventory and Disposition System (RIDS). Assists the WO in automating records operations, directives, forms, correspondence, and subject code systems.

Clients

Services are provided primarily for internal SC offices, with some support provided to the WO and other Bureau offices.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Office & Administrative Support are listed beginning on page 139 of Appendix 3.

Oil & Gas Management

Services

Provides user support and training, documentation, consultation, maintenance, and development of automated computer systems that support fluid minerals programs.

Provides liaison between Minerals Management Service (MMS) and BLM regarding data transfer between the two agencies in support of the Minerals Program. In addition, responds to numerous ad hoc assistance inquiries concerning information and data exchange.

These services are provided by the Branch of Lands and Minerals (SC-214) in the Division of Resource Services (SC-210), and by the Division of Systems Operations/Maintenance and Support Services (SC-340). Information on data collection, validation and systems management for oil and gas is provided by the Division of Project Management (SC-320).

Automation Assistance

Supports computer systems that are used Bureauwide, including Automated Inspection Records System (AIRS), Monthly Report of Operations (MRO), and Automated Land and Mineral Record System (ALMRS). AIRS is DOI's well reference data base, which tracks the day-to-day inspection and enforcement (I&E) activity for over 89,000 oil and gas wells. MRO is a PC-based system that contains oil and gas production data collected and edited by MMS. (See ALMRS/Modernization Project for more information on ALMRS.)

Provides technical advice to the AIRS/MRO user group. Each state with AIRS/MRO systems is represented in the user group. The group's function is to help plan, improve, and implement changes to the systems.

Clients

Services are primarily provided for BLM engineers, technicians, data entry personnel, and managers working in the Fluid Minerals Program. BIA, MMS, industry, and local governments on occasion request information from the various computer systems, and the SC facilitates this data transfer.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Oil & Gas Management are listed beginning on page 141 of Appendix 3.

Personal Property & Office Services

Services

Directs and coordinates operational functions of the Bureau's Personal Property Program, including tracking inventory of accountable personal property and use and costs of vehicles and heavy equipment (see Fleet Management, Personal Property Disposal, and Personal Property Records & Inventory sections).

Provides direction and coordination of the SC's Support Services and Printed Materials Distribution Programs (see Office and Administrative Support and Printing and Printed Materials Distribution sections).

Initiates instructional and manual guidelines.

Provides in-house or onsite technical training, including presentation of workshops or training sessions to BLM offices and to other Bureaus/Offices within DOI.

Performs management and program/project analysis or personal property issues as necessary.

These services are provided by the Branch of Personal Property and Office Services (SC-657) in the Division of Administrative Services (SC-650).

Automation Assistance

Provides direction and coordination of the Departmentwide systems managed by the Branch of Personal Property and Office Services, including the Departmental Fleet Management System (DFMS), the DOI Disposal Module (DOIDM), and the Printed Materials Distribution System.

Supports systems analysis, development, and modifications to all systems owned or used by the Branch of Personal Property and Office Services.

Develops, manages, modifies, and operates the DFMS. Creates and distributes quarterly DFMS reports to all DOI Bureaus/Offices. The DFMS contains utilization information on over 30,000 vehicles used by DOI.

Provides user support to the APPS, AFMS, DFMS, and the related ASPEN files.

Clients

Services are provided for all BLM offices. Support for the DFMS is provided for DOI as well.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Personal Property & Office Services are listed beginning on page 142 of Appendix 3.

Personal Property Records & Inventory

Services

Issues credit cards and license plates for all BLM offices for new vehicles/ equipment and issues replacements as required due to quality or administrative changes.

Issues new and reprinted barcode property tags for all Automated Personal Property System (APPS) accountable equipment.

Instructs all BLM offices, by memorandum and manual, on techniques for conducting and reconciling accountable personal property inventories, including extracting reports, and documents needed to complete the inventories. Provides assistance in solving any problems encountered during an inventory.

Discusses and resolves field office APPS accountable equipment classification problems via telephone.

Provides onsite and field training, upon request by field offices, in accountable personal property procedures, including manuals, documents, and processing of APPS accountable equipment.

These services are provided by the Property Records and Inventory Section (SC-657C), Branch of Personal Property and Office Services, in the Division of Administrative Services (SC-650).

Automation Assistance

Manages the APPS, which contains descriptive and cost data on all accountable equipment owned, leased, or borrowed by BLM, including 140,000 items valued at almost $300 million with a 10-15 percent yearly turnover. Inputs BLM and GSA vehicles/heavy equipment and accountable equipment into the APPS, updating nightly. Reviews and corrects acquisition data entered by participating field offices.

Assists field offices with executing reports and using ASPEN data bases. The PROP.ASP and SUBS.ASP data bases contain data from the APPS master file and permit users to extract customized information and reports.

Maintains the classification, manufacturer, owner/possessor ID, location, Logical Identifier (LID), and User Master Catalog (UMC) tables for use by the APPS, and the classification, manufacturer, owner/possessor ID, and location ASPEN files for use by all BLM offices.

Executes monthly reports and provides microfiche for the Division of Finance (SC-610) to balance the General Ledger with the APPS. The APPS is the subsidiary record for the General Ledger account for Capitalized Personal Property, therefore the two must bekept in balance.

Clients

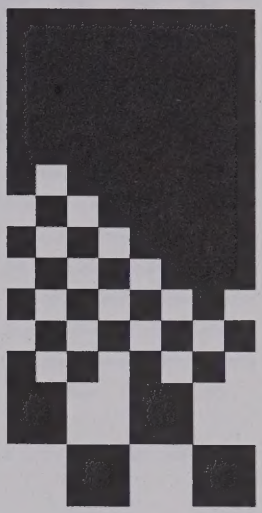
Services are provided for all BLM offices.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Personal Property Records & Inventory are listed beginning on page 142 of Appendix 3.

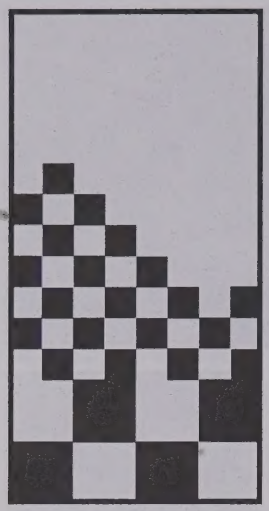
Personnel

Services



Provides advice, guidance, and assistance to managers, supervisors, and employees on all personnel matters:

- Processes all personnel actions for the SC
- Classifies positions to proper title, series, and grade for the SC, and in some instances, for the Bureau
- Provides information to SC employees on all pay matters
- Provides position management advice, covering such matters as job structuring, career ladders, and supervisory-to-employee and professional-to-technician ratios for the SC
- Coordinates recruitment at schools, universities, and job fairs for the SC
- Negotiates and administers the SC labor/management contract
- Processes grievances for the SC
- Administers employee health/life programs for SC employees
- Processes employee requests for Thrift Savings Plan deductions for SC employees
- Provides employee training, including Orientation for New Employees, Introduction to Supervision, Employee Excellence, Managing Personal Growth, and selected briefings on personnel topics, as well as other training opportunities for SC employees
- Provides information concerning regular retirement to SC employees.,
- Provides ethics counseling for employees Bureauwide
- Assists with/tracks employee performance ratings for the SC
- Issues vacancy announcements for the SC and rates applications
- Administers an active awards program for SC employees
- Processes performance appraisal appeals for SC employees



Assists with and facilitates organizational development; consults on organization change efforts and transition management; and provides the staff leader for the development, management, and implementation of the Management and Leadership Workshop and Advanced Leadership Workshop in BLM's Career Program.

Conducts personnel management evaluations (onsite reviews and studies) throughout the Bureau to assess the status of personnel management.

Acts as the central focal point for the establishment of Intergovernmental Personnel Assignments (IPAs) with the private sector, and the establishment of cooperative educational agreements between college and university students and the Bureau.

Recruitment and position classification/position management services are provided by the Branch of Classification and Staffing (SC-631); labor/employee relations, ethics, and benefits (life insurance, health insurance, retirements, etc.) services are provided by the Branch of Labor and Employee Relations (SC-632); and training and development services are provided by the Branch of Employee and Organizational Development (SC-633) within the Division of Personnel (SC-630).

Automation Assistance

Monitors, updates instructions, and provides training for the PAY/PERS automated system. This system ensures that employees' personnel data are successfully interfaced with financial records and data.

Develops, maintains, and monitors an automated vacancy announcement system for BLM, and participates in interagency vacancy announcement systems.

As requested, provides input, assistance, and coordination for the development of new automated personnel systems or the modification or conversion of existing systems.

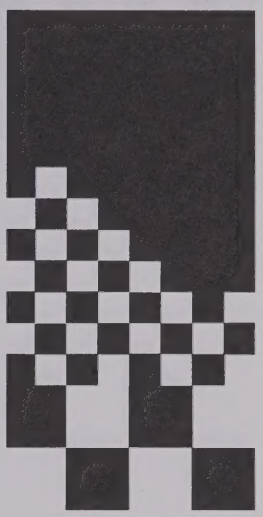
Clients

Provides services primarily for the 600 plus SC employees. In addition, provides Bureauwide services in specific areas, such as fire retirement, law enforcement, position management evaluations, and classification.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Personnel are listed beginning on page 143 of Appendix 3.

Photo Imaging



Services

The Branch of Photo Imaging, formerly the Branch of Micrographics, provides a variety of micrographic/photographic functions.

The micrographics portion of the Branch abstracts, automates, films, and duplicates the Cadastral Survey Field Notes and Plats for the Western States. The microfilm system contains survey field notes dating back to the 1850's. Many of the notes were written by hand, some with a quill pen. By microfilming over 16,000 volumes containing over 6.5 million pages of Cadastral Survey Field Notes and Plats for each township and range, the storage area required to accommodate these vital records has been reduced from a facility approximately the size of a medium library to eight filing cabinets.

Maintains the original microfilm for all of the Western States for the Cadastral survey Field Notes and Plats Microfilm System. As new surveys are completed in each state, the field notes and plats are added to the system.

Provides training Bureauwide in both the use of the microfilm system and retrieval methods to use the automated index.

Duplicates mining claims and provides micrographic services as requested for other approved Bureau systems, such as WO Instruction Memos, Land Patent Security, and Administrative Records.

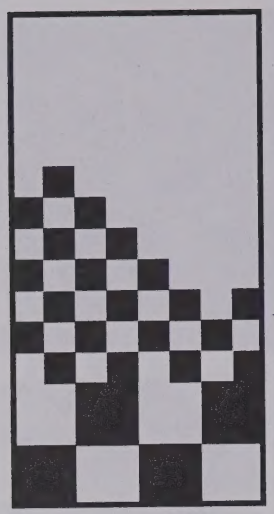
Provides consultation services regarding micrographic capabilities and equipment. Microfilming is one of the most economical methods for preserving information contained in vital or permanent value records and for protecting the original documents from damage or deterioration through constant use or normal aging. Microfiche copies of the records enable broader information dissemination at an economical cost.

The Branch also provides a full range of graphic and photographic services to meet just about any need. If a product can be conceived or imagined, it can be created. What cannot be done in-house is completed via outside contractors. This includes not only production, but consultation as well.

These services are provided by the Branch of Photo Imaging (SC-675) in the Division of Technical Services (SC-670).

Automation Assistance

Creates and maintains the automated Cadastral Survey Field Note Index System. Provides Bureauwide training on the retrieval methods to use the automated index. The automated survey data can be used as a research tool to identify where surveys have taken place, when the land was surveyed, and who performed the original and any subsequent surveys.



Clients

Clients include BLM State and District Offices, the SC, other Government agencies, State and County governments, private companies and corporations, and the general public.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Photo Imaging are listed beginning on page 144 of Appendix 3.

Printing & Printed Materials Distribution

Services

Prints, stocks, distributes, and controls an inventory of various printed materials for SC, Bureau, and Departmental offices, including approximately 2,500 different line items of materials valued at more than $1,500,000 maintained in a 26,000-square-foot warehouse.

Provides in-house reproduction services for all SC offices, and handles servicing for all satellite copier systems.

Provides printing management support to the SC, the WO, SOs, and the Department, consisting of preparing and submitting printing requisitions to the Government Printing Office (GPO) or to commercial contractors. Supplies print quality management support for all items printed and resolves any problems with GPO in meeting quality standards.

Receives all accountable personal property, equipment, and supplies ordered for the SC.

Provides analysis and design for new, revised, and existing Bureau forms for appropriate program office contracts and review of forms programs in SOs.

Issues Government Travel Request (GTR) forms to the entire Bureau.

These services are provided by the Printed Materials Distribution Section (PMDS) (SC-657B), Branch of Personal Property and Office Services, in the Division of Administrative Services (SC-650). Distribution of specific printed materials, such as charters, project plans, initiatives, etc., related to ALMRS/ Modernization and other projects is handled by the Division of Project Management (SC-320). Distribution of audiovisual programs and publications related to cadastral survey are handled by the Branch of Cadastral Survey Development (SC-678).

Automation Assistance

Maintains a Data General MV-2500 computer, along with an inventory management software system. The PMDS also has an Addressograph Address Processor, a Friden Altatel Premier 367 shipping system, and 2 PCs for administrative uses and functions. One PC is equipped to facilitate communication with the GPO in Washington, DC, for job tracking and estimates.

Clients

Stocking, distribution, and inventory control services are provided for all BLM offices, as well as for DOI and other Government agencies, private individuals, and outside organizations such as Boy Scouts, Girl Scouts, high schools, colleges, universities, and special interest groups. Receiving and reproduction services are provided for SC offices.

Printing support is provided for all BLM offices, and for DOI, and is performed in conjunction with Program Offices, Public Affairs Offices, Technology Transfer Staff, etc.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Printing & Printed Materials Distribution are listed beginning on page 145 of Appendix 3.

Procurement

Services

Provides large purchase procurement support, including contracts exceeding $25,000, and all general purpose office and/or warehouse leases for all goods and services. Assists in the development of specifications and statements of work, issues solicitations, negotiates, awards contracts, and administers contracts.

Provides acquisition services in the following areas:

- Construction and Services: Includes construction and maintenance of roads, bridges, buildings, fences, dams, reservoirs, pipelines, recreation sites, water wells, etc.; heavy equipment such as graders, tractors, forklifts, etc.; and services such as architectural and engineering, tree thinning, tree planting, etc.

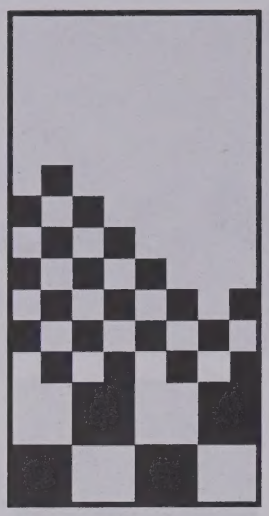
- Specialties, Studies, and Supplies: Includes services such as cadastral surveys, veterinary, aerial photography, archeological inventories, soil surveys, janitorial, wild horse and burro roundup, horse and burro holding facilities, etc.; supplies such as hay, seed, truck bodies, etc.; and hazardous materials studies, inventories, and endangered species studies.

- Real Property and Space Acquisition: Includes lease space acquisition by acquiring existing space or by construct/lease back. Additionally, provides development of space requirements, space design and layout, space utilization management, move coordination, management of the real property inventory, and BLM quarters management assistance.

- ADP and Telecommunications: Includes equipment, software, services, and maintenance over $25,000 or $50,000 for GSA schedule purchases. Provides acquisition management and support for the ALMRS/Modernization Project. (See Information Resources Acquisition section.)

Works with Phoenix Training Center to provides training, including: Construction and Service Contract Administration for CORs, Construction and Service Contract Administration for Project Inspectors (PIs), COR/PI Refresher Contract Administration, and Negotiated Procurement for Technical Personnel (Hazmat). Also provides training upon request by field offices, including: Procurement Policies and Procedures, COR/PI Training for Hazmat Coordinators, Handling Increased Delegation of Procurement Authority for Small Leases of Real Property (for SO Procurement Analysts). Travel for these courses is generally paid by the requesting office.

These services are provided by the Branch of Procurement (SC-651) in the Division of Administrative Services (SC-650). ADP and telecommunications services are provided by the Branch of Information Resources Acquisition (SC-652)



in the same Division. SC small purchases and contracts under $25,000 are handled by the Division's Service Center Support Section (SC-657A) in the Branch of Personal Property and Office Services.

Automation Assistance

Uses the following automated systems internally in accomplishing work:

- Federal Acquisition Regulation Automated (FARA) to research the acquisition regulations and prepare solicitations.
- Bidders Management System to maintain source lists.
- Acquisition Tracking System (A-TRACK) to monitor contract formation and administration workload.
- Lease Tracking System (L-TRACK) to monitor payment posture for real property leases.
- Pre-Printed Forms Systems (PPFS) to enter Individual Contract Action Reports (ICAR), which are submitted to the IPDS.

Clients

Services are provided for all Bureau offices except those in Oregon and Washington, DC.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Procurement are listed beginning on page 146 of Appendix 3.

Program, Budget, & Evaluation

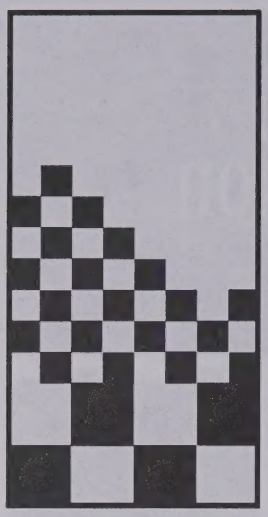
Services

Program and Budget:

- Compiles final SC budget based on Division submissions.
- Reviews FFS reports against SC Annual Work Plan (AWP) goals to advise Service Center Management Team if programs are on target. Advises offices when findings indicate variance from established goals.
- Performs analysis and makes recommendations at the request of the Service Center Director (SCD) relating to budget obligations and meeting both long- and short-term goals.
- Works with Divisions to develop strategies to meet AWP objectives, new obligations, or changes that occur through the year.
- Provides responses on a wide variety of SC budget issues from cost codes to long-range, multi-year strategies.
- Serves as liaison between the WO Budget Office and the SC.
- Serves as the focal point for SC Division of Finance to address any issue related to SC finance questions.

Evaluation:

- Conducts studies of the SC, WO, or field offices relating to systems, (not computer or those covered by TPRs by the WO), workload analysis, skills needs, and management practices and procedures.
- Serves as sounding board and conducts preliminary work on organizational proposals, studies, or evaluations for SC personnel prior to the proposal being forwarded to the SCD/Associate Service Center Director (ASCD) for decision to proceed or stop.
- Prepares and reviews organizational change packages to ensure compliance with Manual requirements prior to being forwarded to the SCD.
- Ensures that all SC organization changes are documented prior to being entered into Table 10, thereby assuring that all SC data in that system is



accurate. Table 10 is an automated data file used by other systems to validate charges against organizations. It is the official organization table for the Bureau.

- Serves as the SC focal point for all Office of the Inspector General (OIG)/ General Accounting Office (GAO) contacts. This work includes ensuring that personnel contacted by OIG/GAO report the contacts on the appropriate form and that the respondents are aware of the type of information appropriate to meet OIG/GAO requirements. Keeps copies of reports relevant to SC operations.

- Provides the WO with copies of all OIG/GAO contacts at the SC, and discusses any ongoing or anticipated OIG/GAO matters impacting the SC and the WO.

- Reviews incoming reports from States and the WO, such as programmatic evaluations, General Management Evaluations (GMEs), etc., to determine whether the SC has a function to perform in relation to findings.

- Assists or conducts Internal Control Reviews (ICRs) at the SC.

These services are provided by the Program, Budget, and Evaluation Staff (SC-130).

Clients

Serves all offices in the SC, both at the staff and management levels. Also provides services for WO counterpart staffs in budget, evaluation, management analysis, administration, and IRM.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Program, Budget, & Evaluation are listed beginning on page 147 of Appendix 3.

Project Management

Services

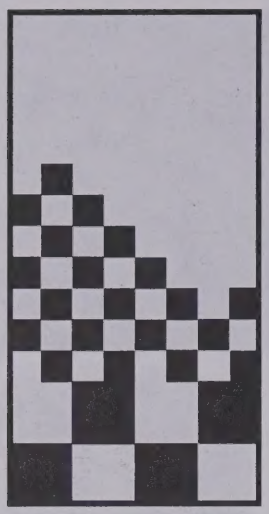
Provides a wide range of services focusing specifically on Bureau Automation/ Information Resource Management/Modernization (AIM) project support. Assists in initial project planning, helping Project Sponsors develop and evaluate initial project approval documents (Statements of Need, Charters, etc.). Provides staff assistance, technical, administrative, editorial, data entry, and clerical support to approved Bureau projects, SC operations, and WO programs. Project support provided includes plan maintenance, budget, tracking, and documentation; hardware and software support; configuration management; project management software support; quality assurance of documentation and software; data preparation for the ALMRS/Modernization Project; data element dictionary guidance, support, standardization, and maintenance; computer documentation and user guidance support; and user and user representative coordination and support. The scope of functions and support is Bureauwide.

Project support services are provided by the Branch of Data Records and Modeling (SC-322), the Branch of Project Liaison and Support (SC-323), and the Product Assurance Staff (SC-321) in the Division of Project Management (SC-320). The Division, in support of Bureauwide projects, operates in close coordination with the SCD; WO IRM Project Sponsors; Program Project Boards; Project Managers; and SOs, DOs, and RAOs, including the many users and user representatives. These partnerships are interactive in the sense that the Division is guided by the partnerships and also provides guidance and assistance in managing and completing various Bureau projects.

Automation Assistance

Because the Division of Project Management supports Bureau projects, automation is an inherent part of its focus; the services provided by the Division are as identified above for the following projects:

- ALMRS/Modernization Project (including the Prototype)
- ALMRS data preparation
- Administrative systems (rehost)
- Eastern States data collection
- Resource/data sets
- Wildlife and Fisheries Information System (WFIS)
- Records Transition/Public Room Project
- Interim Records Release 2
- GCDB
- Cadastral survey (methods and measurements)
- Data projects



- Project charters
- Corporate Process Model
- Corporate Logical Data Model (LDM)
- Noncorporate data and system development
- SIP
- Inreach/Outreach
- Law Enforcement Network (LAWNET)
- Hazmat Project

Clients

Services are provided for all SC organizations; Project Managers, Sponsors, and Project Management Boards; ALMRS/Modernization Project Staff; Headquarters IRM and WO Programs; and BLM SOs and DOs.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Project Management are listed beginning on page 148 of Appendix 3.

Property Disposal

Services

Automated Personal Property Disposal:

- Provides the expertise, contacts, and technical support for one office to transfer property items to another office. These items, which have been replaced or are no longer needed in the reporting office, are items that may be needed but unfunded in other BLM offices. The transfer of property results in tremendous cost savings by only warehousing needed property and by providing needed property items in lieu of procurement. BLM alone reports more than 10,000 personal property items and exchange/sale property items (approximately $6 to $8 million) each fiscal year. Proceeds from exchange/sale returned to BLM offices average $1.2 million each fiscal year. Property items with no Federal agency need are offered to State agencies as surplus property for donation. The State agencies support State and city governments, public schools, and nonprofit public organizations, such as those that assist in feeding and housing the homeless, etc. An average of $300,000 in surplus property is donated each fiscal year.

- Provides in-house and field training to BLM offices on disposal procedures in accordance with BLM Manuals on Loss, Damage, or Theft (1524) and Disposal (1527); the Interior Property Management Regulations (IPMR); and the Federal Property Management Regulations (FPMR). Procedures consist of reporting excess items as available, reporting excess and exchange/sale personal property to GSA, and providing assistance in small lot sales and guidance on Reports of Survey and Certificates of Unserviceable Property.

- Provides Departmental screening and reporting of available personal property in the DOI Disposal Module. Assists field offices with logging into the Module and checking the inventory for desired items.

Hazardous Material Disposal and Waste Minimization:

- Provides guidance and assistance in properly disposing of available personal property containing hazardous material.

- Promotes waste minimization throughout the Bureau. One of the most effective programs is the Precious Metals Recovery Program where BLM field offices recover silver from used photographic solutions and turn it over to Department of Defense for reuse, thereby conserving our Nation's natural resources. An average of 600 to 700 troy ounces of silver valued at $2,000 to $3,000 are recovered each year.
- Promotes consideration of the environment, as well as conservation of natural

resources, in disposal of items such as scrap batteries, tires, used oil, etc. Property items are regenerated and recycled in accordance with Environmental Protection Agency (EPA) regulations, or if recycling is not possible, properly contained and disposed of via EPA regulations.

These services are provided by the Branch of Personal Property and Office Services (SC-657) in the Division of Administrative Services (SC-650).

Automation Assistance

Develops and maintains the DOI Disposal Module and trains or consults with BLM and other DOI Bureaus and offices in reporting personal property via the BLM mainframe.

The expansion of BLM's Disposal System to a Departmental Disposal Module has provided BLM and other DOI Bureaus and offices a much larger data base to screen for needed property items, providing maximum utilization within the Department of available personal property. Also, by consolidating the disposal process, great savings are realized in operational and warehousing costs. DOI reutilization averages $1,500,000 each fiscal year.

BLM has entered into an interagency agreement with DOI to allow all Bureaus and offices in DOI use of this module.

Automated personal property disposal services are provided primarily for all BLM offices and all DOI Bureaus and offices. Hazardous material disposal and waste minimization services are provided for all BLM offices.

Clients

Automated personal property disposal services are provided primarily for all BLM offices and all DOI Bureaus and offices. Hazardous material disposal and waste minimization services are provided for all BLM offices.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Property Disposal are listed beginning on page 148 of Appendix 3.

Public Land History

Services

Provides information, documentation, and research on historical public land policy matters, covering a wide range of subject areas, such as the administration of the settlement laws, timber laws, mining laws, coal land laws, mineral leasing laws, railroad land grants and rights-of-way, state land grants, land scrip, land classification, National Forest policy, grazing policy, withdrawals, irrigation, private land claims, and acquired lands and minerals. Also provides information about the organization and operation of the General Land Office, Grazing Service, BLM, and DOI, as well as other Federal Departments and Bureaus.

Provides information on Federal Indian policy, including Indian occupation and settlement of public lands, Indian allotments made on public lands and reservations, Indian land cessions, disposal of ceded Indian lands, and annuity payments to individual Indians.

Provides limited support, consisting mainly of research services, for cultural resource management work.

Gives presentations on the history of the public lands, ranging from general historical overviews to discussions of specific topics.

Provides expert witness testimony for litigations involving BLM and DOI.

Maintains a photograph collection of subjects in all major resource program areas. Included are photographs from the Grazing Service, pictures of the Cherokee Outlet land rush of 1893, and portraits of many former Commissioners of the General Land Office.

These services are provided by the Division of Resource Services (SC-210). Public land records research efforts for the ALMRS/Modernization Project are handled by the Division of Project Management (SC-320).

Clients

Primary clients are BLM employees needing historical information, documents, and research. Considerable work is done for the Office of the Solicitor and the Department of Justice.

Public land history information and presentations are provided to the public upon request.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Public Land History are listed beginning on page 149 of Appendix 3.

Rangeland Management

Services

Provides technical assistance and support to field offices in the areas of vegetation inventory, rangeland monitoring, ecological site description, range condition, vegetation management, range improvement, riparian-wetland area management, interdisciplinary resource management, and allotment analysis and evaluation. This assistance helps field offices collect and analyze resource data to implement and evaluate management actions.

Supports Bureauwide efforts to develop policy, guidance, standards, and methodology pertaining to data collection for vegetation inventory and monitoring.

Provides technical expertise in the development of training courses for field offices and Phoenix Training Center related to rangeland management. Also provides instructors for these courses and others.

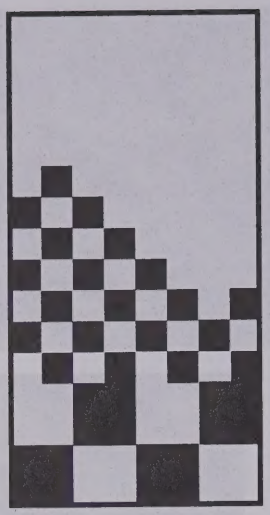
Prepares and coordinates the preparation of manuals, handbooks, technical references, and technical notes on topics related to rangeland management.

These services are provided by the Branch of Biological Resources (SC-213) in the Division of Resource Services (SC-210), working in conjunction with the Branch of Computer Applications Services (SC-342), the Branch of IRM Technical Support and Operations (SC-343), and the Division of Finance (SC-610).

Automation Assistance

Provides user representatives for the Grazing Authorization and Billing System (GABS), Rangeland Improvement Project System (RIPS), Investment Analysis Model (IAM), SITEFORM, Inventory Data System (IDS), and the Inventory Data System Utility (IDSU). This work involves providing onsite and off-site training and technical assistance to field offices (training and system support for GABS are provided to individuals in over 120 offices in 15 Western States). It also includes providing help with maintenance, coordination, and development of these systems and implementation of other systems. The staff provides leadership and guidance for integrating these systems with other resource systems and GIS.

Assists with maintaining Bureauwide data standards for the Rangeland Management Program, helps field offices clean up their existing data, develops procedures and methods for collecting data in accordance with the standards, and assists the field offices in implementing State strategic planning for data management for the Rangeland Management Program.



Clients

Serves range conservationists and managers in all BLM field offices (SOs, DOs, and RAOs), as well as the Headquarters Office. Information from GABS is provided to external entities such as GAO, Congress, State and local governments, citizen groups, and private individuals.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Rangeland Management are listed beginning on page 149 of Appendix 3.

Records Transition

Services

The Records Transition Project, as a formally chartered project with goals and services:

- Develops orderly procedures for transferring manual, paper, microform, and other nonautomated records to an automated system for the ALMRS/Modernization Project.
- Develops procedural guidance for ensuring legal admissibility of the ALMRS records.
- Identifies the changes required to maintain BLM's title records that are affected by the implementation of the ALMRS/Modernization Project.
- Provides guidance for transition to a public room that uses automateed ALMRS products as the land record system.

These services are provided by the Records Transition Project Staff (SC-329.05) in the Division of Project Management (SC-320). Ths scope of the Project is Bureauwide. The WO Division of Information Resource Management provides policy, guidance, direction, and oversight to the Project. Procedural guidance is provided by the Project Staff to user group members and the records transition test sites (New Mexico and Montana). The Project Staff, in support of the ALMRS/ Modernization Project, coordinates extensively with those offices.

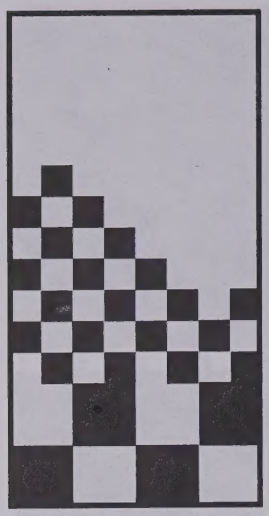
Automation Assistance

Provides assistance for:

- Legal admissibility of automated records in court
- Changes to public rooms resulting from automation of records
- ALMRS/Modernization Project
- Developing records transition plans for other automated systems

Clients

Services are provided primarily for Bureau field offices and the ALMRS/ Modernization Project Staff. The Records Transition Project Staff coordinates with the WO, State Office Records Administrators, and other Government agencies.

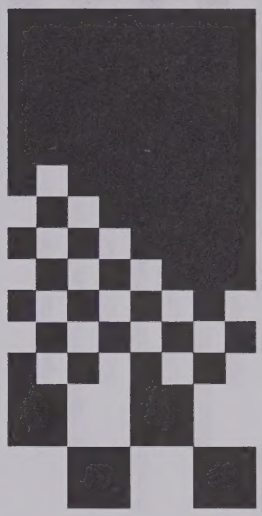


Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Records Transition are listed beginning on page 150 of Appendix 3.

Soil, Water, & Air Management

Services



Consultation:

- Provides technical assistance in numerous fields, such as soil survey design, soil interpretation standards, GIS landscape analysis, watershed/hydrologic modeling, water quality, instream flow assessments, contaminant pathway analysis, well site investigations, riparian hydrology, and soil/water resources data management. Principal consultants include a Soil Scientist, two Hydrologists, a Physical Scientist, a Geohydrologist, a Watershed Specialist, a Hydraulic Engineer, and a Computer Assistant. Requests for technical consultation average more than 70 contacts each year, and many of these requests require visits to field locations.

Training:

- Provides instructor and course design support to Phoenix Training Center for soil and water resources courses.

- Supports special training needs by providing training directly to individuals or small groups within BLM, in other Federal agencies, and in State and local agencies.

- Presents technical subjects at workshops and conferences.

Development:

- Develops technical procedures and methods to assess and manage soil and water resources. Developmental products are in the form of published documentation and fundamental computer tools, such as PC-based erosion and runoff models. Two to three technical documents are published each year, while numerous internal reports are transmitted throughout BLM.

- Provides support to teams developing Bureauwide data management systems by supporting data standards and charter development, and by acting in an advisory capacity to the Soil, Water, and Air Program for automation direction.

Evaluation:

- Provides evaluations of technical procedures and technical contracts, water power withdrawal reviews, and technical peer reviews of papers and reports.

Services are provided primarily by the Branch of Physical Sciences (SC-212) in the Division of Resource Services (SC-210). The SC currently does not have air management expertise; however, such positions are planned. Supplemental support is provided by Technology Transfer (SC-140), Computer Applications (SC-342), GIS Services (SC-344), Mapping Sciences (SC-671), and Engineering Services (SC-672).

Automation Assistance

Provides user representation for the Rangeland Improvement Project System (RIPS) for tracking range improvement Bureauwide, and the Water Data Management System for tracking water sources and rights in Arizona and Utah.

Supports models and PC-based data management systems, such as the Investment Analysis Model (IAM), Soils Information System, and various hydrologic data models by providing:

- The user representative for the IAM
- Data compilation and coordination on hydrologic models
- Data quality assurance/quality control on interagency data, such as Soil Conservation Service (SCS) soils and USGS hydrologic data.

Clients

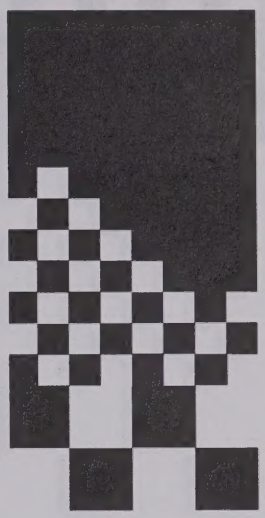
There are over 100 BLM field specialists in soil and water resource management that the SC supports. Technical services are provided to all BLM State organizations, including DOs and RAOs, with great emphasis placed on field support. The WO, which directs the SC to represent BLM on committees and in meetings associated with the National Cooperative Soil Survey, Federal Interagency Sedimentation Project, Colorado River Basin Salinity Control technology, and USGS/BLM Technical Investigations MOU, is also among the primary clients served.

In addition, technical assistance and cooperation is provided to other agencies, SC Divisions, and in general, public land users. Partnerships with experts from other agencies, educational institutions, and private businesses are maintained to conduct soil and water sciences technical development, data coordination, and resources management.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Soil, Water, & Air Management are listed beginning on page 150 of Appendix 3.

Statistics & Operations Research



Services

Provides technical expertise and support to the field for:

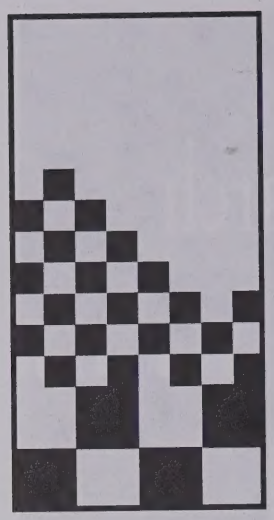
- Sampling design, whether it be the design of a range monitoring plan or the design of a questionnaire to identify demographic trends in the Bureau's workforce
- Experimental design to evaluate different management practices and the differences in the responses to those practices
- Statistical techniques to analyze data and formalize conclusions with a semblance of rigor
- Decision support systems to help the decidsion maker in a variety of situations, such as the selection of the best candidate for a position, selection of the best site for a facility, and the formulation and selection of the best alternative in a Resource Management Plan (RMP)
- Operations research techniques to build decision support systems and formalize the decision making process
- Training and training needs assessment in the collection, analysis, and interpretation of the Bureau's data, and in the use of statistics and operation research techniques to best serve the needs of BLM and its constituencies

The scope of services ranges from short consultations and quick analyses to complete projects from inception to finish. These sevices are provided by the Division of Resource Services (SC-210) and the Division of Prroject Management (SC-320).

Automation Assistance

Provides technical expertise and support to the field for:

- Statistical softrware available for both the Honeywell mainframe and PCs, how to use it, and how to interpret the results
- Decision support suystems software available for both the Honeywell mainframe and PCs, how to use it, and how to interpret the results



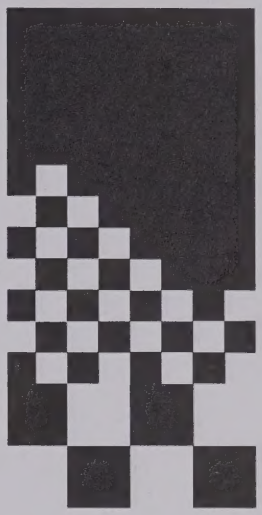
Clients

Primary clients for the statistical consulting services are field specialists and WO staff. Primary clients for the decision support systems techniques are managers at all levels.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Statistics & Operations Research are listed beginning on page 152 of Appendix 3.

Telecommunications/Network Management



Services

Provides a variety of telecommunications and network management and operations services for all SC and Bureauwide systems in support of IRM. Services are provided through phone consultations and onsite visits.

Provides training through one on one situations as well as structured and semistructured courses. Training is usually offered on demand, but some courses, such as the Telecommunications Training course, are presented regularly.

These services are provided by the Branch of IRM Technical Support and Operations (SC-343) in the Division of Systems Operations/ Maintenance and Support Services (SC-340).

Automation Assistance

Maintains field access to IRM resources at the SC.

Performs capacity planning and systems performance evaluation studies for the Bureau's Wide Area Network (WAN) and SC data communications networks.

Tests, installs, configures, maintains, and operates new or existing telecommunications software, hardware, and cabling systems for the Bureau's and the SC's data communications networks.

Distributes communications hardware and software to other BLM sites for Bureauwide systems.

Provides technical assistance to field and Headquarters personnel in resolving data communications hardware or software failures related to the Bureau's and the SC's data communications networks.

Clients

Provides telecommunications and network management support to all BLM offices. Cooperates with other Federal agencies in providing certain services, such as providing telecommunication access to MMS/Business Information System (BIS).

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Telecommunications/Network Management are listed beginning on page 152 of Appendix 3.

Waterpower & Reservoir Resources

Services

Advises all land administration agencies of legislative and regulatory responsibilities regarding the Waterpower Program. The resources and the withdrawals protecting them are quite compatible with other resource and land actions, but lack of proper management decisions can lead to loss or damage of a significant natural resource.

Guidance:

- Develops guidance on the processing of withdrawals, withdrawal review, evaluating waterpower and reservoir resource values, and incorporating resource and withdrawal information into the land use plans for the Bureau and other agencies. Establishes and revises BLM's Manual(s) and Handbook(s) for waterpower and reservoir resource evaluations, for land actions as they pertain to waterpower and reservoir resources, and for resource planning guidance as it pertains to waterpower and reservoir resources.

- Develops guidance for line managers on interacting with the public concerning waterpower and reservoir resources, and assists them upon request. When issues surface, this interaction is capable of either positively or negatively impacting BLM's, the Secretary's, and other agencies' waterpower responsibilities. Provides guidance or assistance in the resolution of differences between agencies, managers, and resource service centers concerning waterpower withdrawals or waterpower and reservoir resources, usually by supplying information concerning requirements, priorities, resource values, options, historical precedence, and opportunities.

Technical Assistance:

- Provides technical opinions to the Secretary of the Interior through the BLM Directorate. Helps solve technical work problems that cannot be handled through administrative and management techniques. Provides technical assistance, both from the SC and through onsite visits, in waterpower and reservoir resources.

- Assists field offices in identifying individual potential sites needing evaluations, assessing the extent of the evaluation, estimating the capability and skills needed to perform the work, and developing the capability of performing the required functions for withdrawal review. Advises field offices where they should place emphasis and priorities in the programs that support the evaluation of waterpower and reservoir sites and suggests ways to share scarce

skills with other states to avoid excessive training costs and inefficient use of trained personnel.

Coordination:

- Maintains contacts with and coordinates waterpower activities between land managers and development agencies, such as the USFS and SCS in the Department of Agriculture; COE in DOD; Federal Energy Regulatory Commission in the Department of Energy; and BIA, BLM, BOR, NPS and FWS in DOI, as well as the Directorate, Solicitor, and the Office of the Secretary of the Interior. Consults with land managers and appraises them of policy and program developments and changes. Responds to inquiries on waterpower and reservoir resource matters.

- Identifies and establishes measures for improving coordination of activities pertaining to waterpower withdrawals and resource values among BLM field offices, and between field offices and other management agencies. These measures include sharing of scarce skills and resources within BLM, and sharing of information among all agencies.

- Identifies and initiates measures, guidance, and structures to accomplish the sharing of information needed by management in other agencies. This may include revising interagency agreements already in place. The information on management constraints, opportunities, and locations of the withdrawals and resources is now shared in the form of written resource reports. Future accommodations may include the sharing of digital and automated records.

- Coordinates the identification, necessary course development, instruction, and evaluation of Departmental training as it pertains to waterpower and reservoir resources. Training topics may include, but are not limited to, legislative actions for waterpower withdrawals, resource evaluations, and the inclusion of resource values and withdrawals in land use plans.

These function are provided by the Soil, Water, and Air Section, Branch of Physical Sciences (SC-212A), Division of Resource Services (SC-210).

Automation Assistance

Acts as a resource expert in the investigation, selection, or development of standard software.

Clients

Serves all BLM offices. In addition, serves BIA, BOR, USFS, NPS, FWS, and other Federal land management agencies.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Waterpower & Reservoir Resources are listed beginning on page 152 of Appendix 3.

Wild Horse & Burro Management

Services

Provides senior technical leadership, assistance, and support for the Wild Horse and Burro Management Program, primarily in the management of herds on the public lands and the disposition of excess animals that have been removed from these lands. Consults regularly with field offices and other natural resource management agencies on wild horse and burro management plans; fertility control protocols; animal adoption, maintenance, and care; compliance procedures; and issuance of title to adopted wild horses and burros.

Provides technical expertise for program evaluations (technical program reviews and management evaluations) at the SO and DO levels.

Prepares BLM Manual and Handbook releases on various aspects of the Wild Horse and Burro Program for use by field offices. Reviews SO releases and other instructions for accuracy and compliance with program standards.

Responds to public inquiries about the Wild Horse and Burro Program in general and the Adoption Program in particular. Distributes brochures and other program information about adoption opportunities and requirements, and refers the public to appropriate field offices for further assistance. Provides animal-specific information to wild horse and burro interest groups, State brand inspectors, and law enforcement agents.

These services are provided by the Branch of Biological Resources (SC-213) in the Division of Resource Services (SC-210).

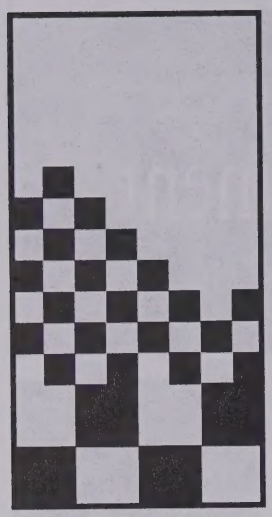
Automation Assistance

Supports the development and operation of automated information management systems in the Wild Horse and Burro Program. Evaluates proposed systems and modifications to existing systems, develops functional user requirements, and provides training to field offices on using the system for field office applications.

Provides the user representative for operation of the Wild Horse and Burro Information System (WH&BIS), which contains records on all wild horses and burros that have been removed from public lands or that have been captured and returned to the public lands. Animals are individually tracked from the time of capture until they die or until title is passed from the United States to qualified adopters. Approximately 129,000 animal records are currently on the system.

Clients

Primary clients are wild horse and burro specialists in BLM SOs, DOs, and RAOs nationwide. Secondary clients are BLM managers, other agency personnel, wild horse and burro interest groups, potential adopters, and members of the general public.



Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Wild Horse & Burro Management are listed beginning on page 153 of Appendix 3.

Wildlife & Fisheries Information System Special Status Species Tracking

Services

Aids on-the-ground management of threatened, endangered, and special status pecies by tracking their legal, biological, and recovery status and habitats in a consistent, logically organized automated manner. Tracks the occurrence, numbers, status, habitat, and population trend(s) and conflicts of both plant and animal special status species using the Wildlife and Fisheries Information System — Special Status Species Tracking (WFIS — SSST).

These services are provided by the WFIS-SSST Project Staff (SC-329.08) in the Division of Project Management (SC-320).

Automation Assistance

Provides maximum use of information and data at all levels of analysis and decision making. Optimizes data sharing and enhances access to information.

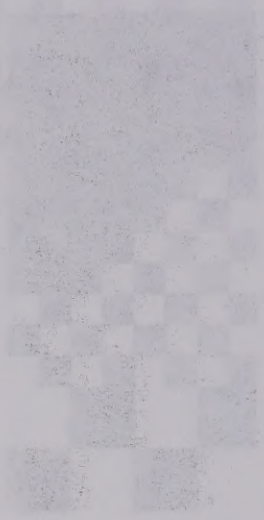
Interfaces with the U.S. Fish and Wildlife Service, U.S. Forest Service, other Federal and State wildlife agencies, and private organizations will be incorporated into the system.

Clients

Services are provided for Wildlife and Fisheries Program personnal atthe SC, field offices, and WO; WFIS users; and other Government and private agencies.

Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for WFIS—SSST are listed beginning on page 153 of Appendix 3.



Wildlife, Fisheries, & Rare Plants

Services

Provides senior technical leadership, assistance, and support for the Wildlife and Fisheries Habitat Management Program, including developing, and/or adopting, and utilizing new and emerging natural resource technologies such as Geographic Information Systems, Global Positioning Systems, viable populations analysis, wildlife economics, and biodiversity. These services are provided through conducting onsite training, acting as user representatives, assisting PTC in presenting courses, and funneling information back to field personnel from meetings, seminars, and conferences.

Provides technical specialists for Wildlife, Fisheries, and Botany Program evaluations (Technical Procedures Reviews or TPRs).

Provides assistance, consultation, evaluation, and training in specific habitat management, EIS assessment, Endangered Species Act conformance, effects of exotic animals and plants on native species, grazing impacts, hunting and fishing impacts, and population management as a result of habitat management programs. Assists in Habitat Evaluation Procedures (HEP) and provides expertise in nongame species and urban wildlife habitat management. Consults on riparian and wetland management, and furnishes the latest information on wildlife diseases and biodiversity as they affect BLM programs.

Provides technical expertise and assistance for inventory, monitoring, habitat condition evaluations, habitat management and improvement, and evaluation and analysis of Habitat Management Plans.

On request, provides names, addresses, etc., of contacts, both within the Bureau and outside, with specialties not found at the SC.

These services and support are provided by the Branch of Biological Resources (SC-213) in the Division of Resource Services (SC-210) to better enable field wildlife and fisheries personnel to manage habitat on BLM public lands.

Automation Assistance

Provides technical assistance, guidance, and training on the application and use of the Wildlife and Fisheries Information System (WFIS) and other ADP systems to users at all organizational levels in the Bureau. The Division of Project Management (SC-320) is a secondary source of information for WFIS, and provides services such as record data collection, standardization, validation, project charter and plan development, and clerical assistance.

Provides support and maintenance for WFIS, which consists of six existing subsystems with associated data bases. Nine additional subsystems are under development.

Resolves problems dealing with the specification of user requirements and the identification, definition, and standardization of data elements.

Provides guidance and direction during the development of standards and documentation governing IRM activities, including feasibility studies, system analysis, integration with other resource ADP systems, design, programming, testing, and operations.

Coordinates technical assistance, management direction/guidance, and application and use of the interim and target systems and WFIS with other disciplines.

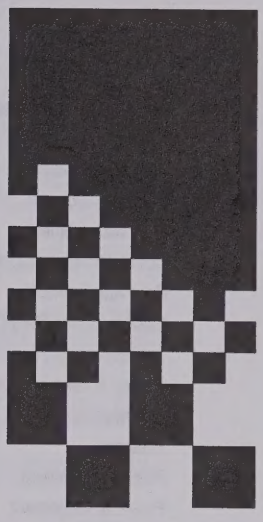
Clients

Serves all BLM field offices (SOs, DOs, and RAOs), the Headquarters Office, cooperating Federal and State agencies, and cooperating private conservation organizations.

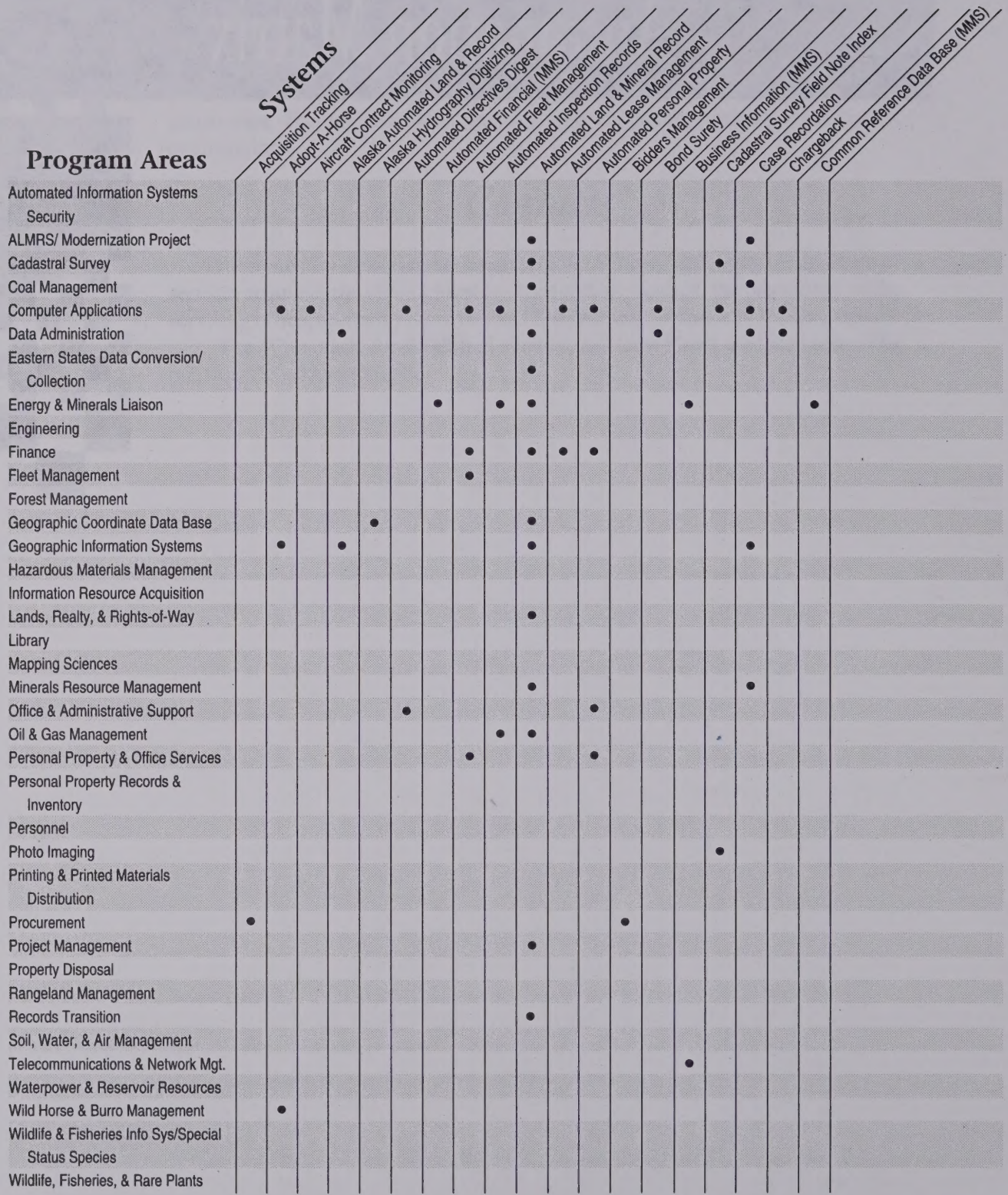
Contacts

Procedures for obtaining services from the SC vary according to the scope of services required, the client's location, the funding required, the procedures of the servicing office, and many other factors. The best way to start is by making a phone call. The SC contacts for Wildlife, Fisheries, and Rare Plants are listed beginning on page 153 of Appendix 3.

Appendix 1
Automation Matrix



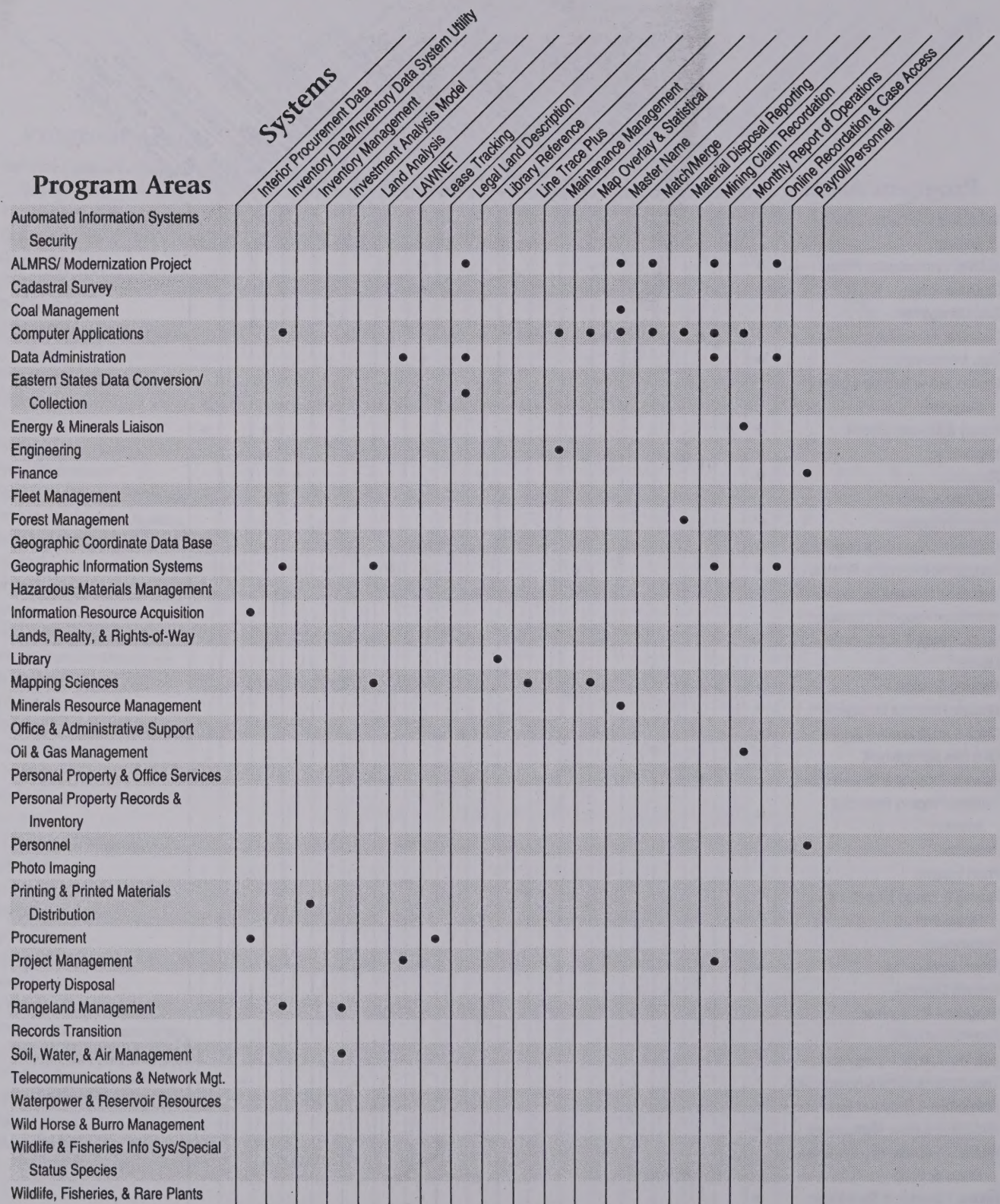
Automation Matrix



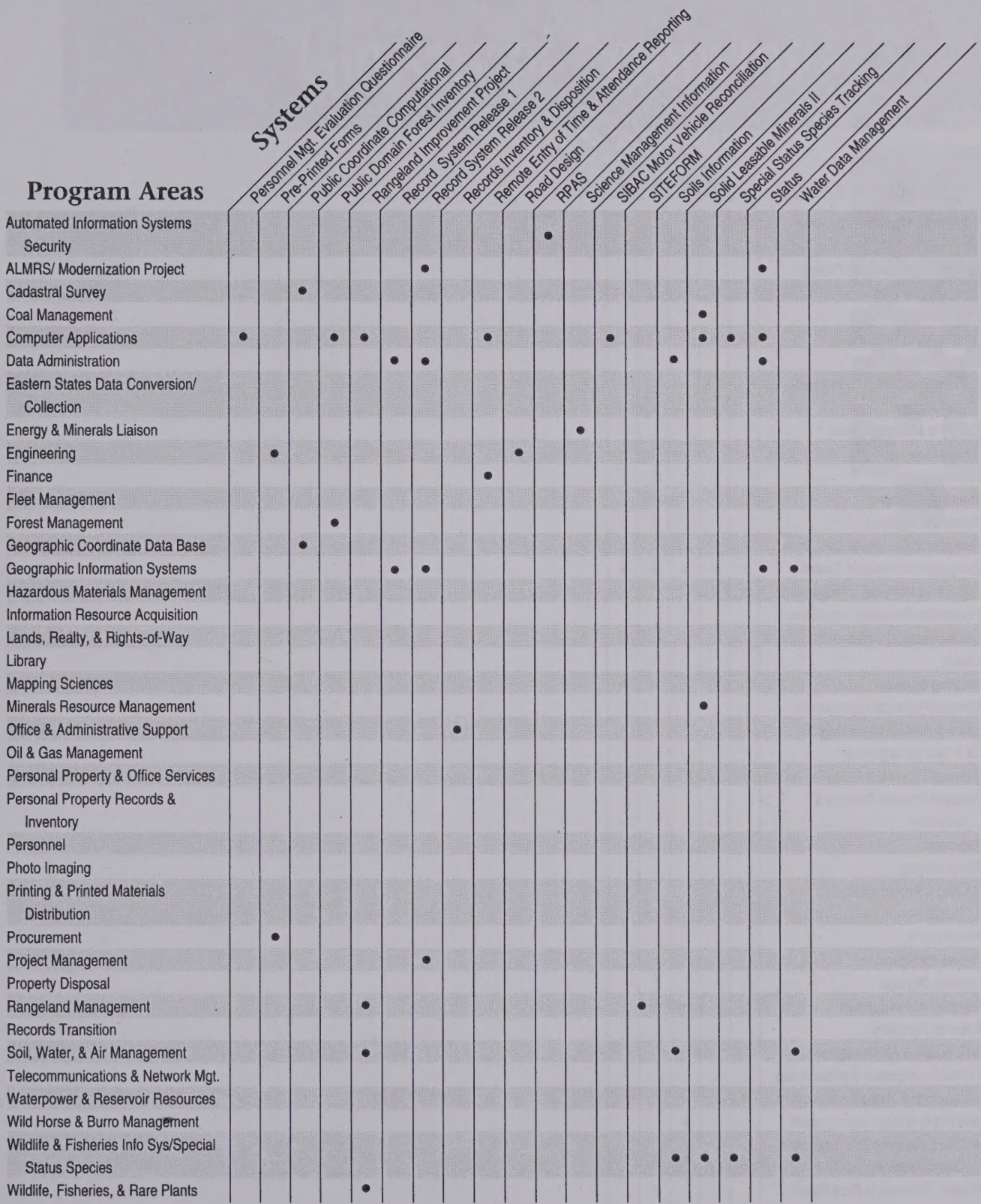
Automation Matrix

Program Areas	Data Element Dictionary	Data Transfer (MMS-BLM)	Departmental Fleet Management	DOI Disposal Module	DOI Hacker Incident	Eastern States Data Conversion	ERDAS	Facilities Inventory & Maintenance Mgt.	Federal Acquisition Regulation Automated	Federal Financial	Financial Interface	Geographic Coordinate Data Base	Geographic Information	Geographic Resources Analysis Support	Global Positioning	Grazing Authorization & Billing	Hazardous Materials Management	Individual Contract Action Reports	Interagency Data Verification
Automated Information Systems Security	•			•															
ALMRS/ Modernization Project	•				•					•									
Cadastral Survey	•									•			•						
Coal Management																			
Computer Applications	•		•		•			•	•						•				
Data Administration	•								•	•			•						
Eastern States Data Conversion/ Collection	•				•					•									
Energy & Minerals Liaison	•	•													•			•	
Engineering	•						•								•				
Finance	•							•							•				
Fleet Management																			
Forest Management	•																		
Geographic Coordinate Data Base	•									•									
Geographic Information Systems	•					•				•	•		•	•		•			
Hazardous Materials Management	•										•								
Information Resource Acquisition																			
Lands, Realty, & Rights-of-Way	•				•														
Library																			
Mapping Sciences	•				•	•				•		•			•				
Minerals Resource Management	•																		
Office & Administrative Support																			
Oil & Gas Management	•																		
Personal Property & Office Services			•																
Personal Property Records & Inventory	•																		
Personnel																			
Photo Imaging																			
Printing & Printed Materials Distribution																			
Procurement								•								•			
Project Management	•				•					•					•				
Property Disposal	•			•															
Rangeland Management	•														•				
Records Transition	•																		
Soil, Water, & Air Management	•																		
Telecommunications & Network Mgt.	•																		
Waterpower & Reservoir Resources	•																		
Wild Horse & Burro Management	•																		
Wildlife & Fisheries Info Sys/Special Status Species	•														•	•			
Wildlife, Fisheries, & Rare Plants	•																		

Automation Matrix



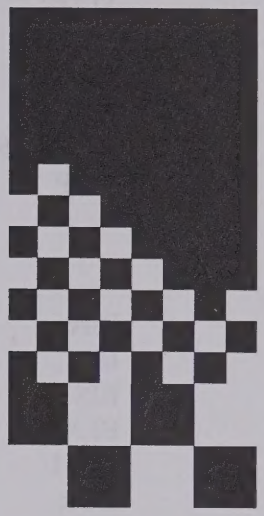
Automation Matrix



Automation Matrix

Program Areas	Water Power & Reservoir Resources	Wildfire Automated Reporting (BLM & F&W)	Wild Horse & Burro Information	Wildlife & Fisheries Information	Zeiss Phocus
	Systems				
Automated Information Systems Security					
ALMRS/ Modernization Project					
Cadastral Survey					
Coal Management					
Computer Applications	•	•			
Data Administration					
Eastern States Data Conversion/ Collection					
Energy & Minerals Liaison					
Engineering					
Finance					
Fleet Management					
Forest Management					
Geographic Coordinate Data Base					
Geographic Information Systems	•	•	•	•	•
Hazardous Materials Management					
Information Resource Acquisition					
Lands, Realty, & Rights-of-Way					
Library					
Mapping Sciences					•
Minerals Resource Management					
Office & Administrative Support					
Oil & Gas Management					
Personal Property & Office Services					
Personal Property Records & Inventory					
Personnel					
Photo Imaging					
Printing & Printed Materials Distribution					
Procurement					
Project Management				•	
Property Disposal					
Rangeland Management					
Records Transition					
Soil, Water, & Air Management					
Telecommunications & Network Mgt.					
Waterpower & Reservoir Resources	•				
Wild Horse & Burro Management			•		
Wildlife & Fisheries Info Sys/Special Status Species			•	•	
Wildlife, Fisheries, & Rare Plants				•	

Appendix 2
Glossary of Acronyms



- A -

AALRS	Alaska Automated Land and Record System
ADP	Automated Data Processing
AFMS	Automated Fleet Management System
AHDS	Alaska Hydrography Digitizing System
AIM	Automation/Information Resource Management/Modernization
AIRS	Automated Inspection Records System
AIS	Automated Information Systems
ALMRS	Automated Land and Mineral Record System
ALMS	Automated Lease Management System
AMCR	Alternate Management Control Review
APPS	Automated Personal Property System
ASCD	Associate Service Center Director
A-TRACK	Acquisition Tracking System
AWP	Annual Work Plan

- B -

BIA	Bureau of Indian Affairs
BIFC	Boise Interagency Fire Center
BIS	Business Information System (MMS)
BLM	Bureau of Land Management
BOM	Bureau of Mines
BOR	Bureau of Reclamation

- C -

CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CM	Configuration Management
COE	Corps of Engineers
COR	Contracting Officer's Representative
COR/PI	Contracting Officer's Representative/Project Inspector
CR	Case Recordation
CRD	Common Reference Data Base (MMS)

- D -

DBMS	Data Base Management System
DDB	Directives Digest Bulletin
DED	Data Element Dictionary
DEM	Digital Elevation Model
DFMS	Departmental Fleet Management System
DO	District Office
DOD	Department of Defense
DOI	Department of the Interior
DOIDM	Department of the Interior Disposal Module

- E -

EAF	Environmental Audit of Facilities
EEO	Equal Employment Opportunity
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ES	Eastern States

- F -

FARA	Federal Acquisition Regulation Automated
FFS	Federal Financial System
FIMMS	Facilities Inventory and Maintenance Management System
FOIA	Freedom of Information Act
FPMR	Federal Property Management Regulations
FWS	Fish and Wildlife Service

- G -

GABS	Grazing Authorization and Billing System
GAO	General Accounting Office
GCDB	Geographic Coordinate Data Base
GIS	Geographic Information System
GME	General Management Evaluation
GPO	Government Printing Office
GPS	Global Positioning System
GRASS	Geographic Resources Analysis Support System
GSA	General Services Administration
GTR	Government Transportation Request

- H -

HEP	Habitat Evaluation Procedures

- I -

I&E	Inspection and Enforcement
IAM	Investment Analysis Model
ICAR	Individual Contract Action Report
ICR	Internal Control Review
IDS	Inventory Data System
IDSU	Inventory Data System Utility
IDVS	Interagency Data Verification System (MMS)
IOC	Initial Operating Capability
IPA	Intergovernmental Personnel Assignment
IPDS	Interior Procurement Data System
IPMR	Interior Property Management Regulations
IRM	Information Resource Management
IRMRC	Information Resource Management Review Council

- L -

LAN	Local Area Network
LAS	Land Analysis System
LAWNET	Law Enforcement Network
LCM	Life Cycle Management
LDM	Logical Data Model
LID	Logical Identifier
LLD	Legal Land Description
LRS	Library Reference System
L-TRACK	Lease Tracking System

- M -

MC	Mining Claim Recordation
MCR	Management Control Review
MMS	Minerals Management Service
MOSS	Map Overlay and Statistical System
MOU	Memorandum of Understanding
MRO	Monthly Report of Operations
MYPP	Multi-Year ADP and Data Communications Procurement Plan

- N -

NARA	National Archives and Records Administration
NID	Name Identifier
NPS	National Park Service
NRDAR	Natural Resource Damage Assessment and Restoration

- O -

OCLC	Online Computer Library Center
OIG	Office of the Inspector General
OHV	Off-Highway Vehicle
OMB	Office of Management and Budget
ORCA	Online Recordation and Case Access
OSM	Office of Surface Mining

- P -

PA/SI	Preliminary Assessment/Site Investigation
PAW	Physically-Challenged Access to the Woods
PAY/PERS	Payroll/Personnel System
PC	Personal Computer
PCCS	Public Coordinate Computational System
PI	Project Inspector
PILT	Payments in Lieu of Taxes
PMDS	Printed Materials Distribution Section
PPFS	Pre-Printed Forms System
PTC	Phoenix Training Center

- R -

RAO	Resource Area Office
RDBMS	Relational Data Base Management System
RDS	Road Design System
RETARS	Remote Entry of Time and Attendance Reporting System
RFP	Request for Proposals
RIDS	Records Inventory & Disposition System
RIPS	Rangeland Improvement Project System
RMP	Royalty Management Program (MMS)
RMP	Resource Management Plan

- S -

SARA	Superfund Amendments and Reauthroization Act
SC	Service Center
SCD	Service Center Director
SCS	Soil Conservation Service
SDI	Selective Dissemination of Information
SIBAC	Simplified Intergovernmental Billing and Collection
SIP	Software Improvement Project
SLMS II	Solid Leasable Mineral System Phase II
SO	State Office
SSST	Special Status Species Tracking

- T -

TPR	Technical Procedures Review
TQM	Total Quality Management

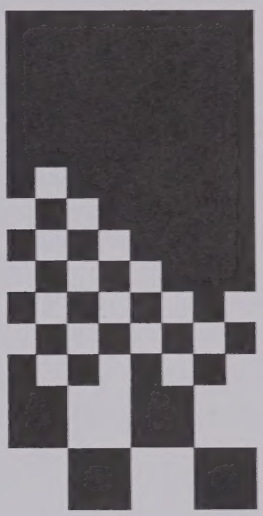
- U -

UFAS	Uniform Federal Accessibility Standards
UMC	User Master Catalog
USFS	United States Forest Service
USGS	United States Geological Survey

- W -

WAN	Wide Area Network
WAPA	Western Area Power Administration
WCF	Working Capital Fund
WFIS	Wildlife and Fisheries Information System
WH&BIS	Wild Horse and Burro Information System
WO	Washington Office

Appendix 3
Contacts



Bureau of Land Management
Service Center
Building 50, Denver Federal Center
P.O. Box 25047
Denver, CO 80225-0047

Office Hours: 7:45 a.m. - 4:15 p.m. (Monday through Friday)
Telephone (303) 236 + extension

Following are the FAX numbers for the Service Center organizational units:

Service Center Director	SC-100	6450
ADP Security Officer	SC-102	6450
EEO Staff	SC-120	6450
Program, Budget, & Evaluation Staff	SC-130	6450
Technology Transfer Staff	SC-140	6501
Division of Resource Services	SC-210	3508
Branch of Physical Sciences	SC-212	3508
Branch of Biological Resources	SC-213	3508
Branch of Lands & Minerals	SC-214	3508
ALMRS/Modernization Project	SC-310	1981
ALMRS INFO-FAX	SC-310	1115
Division of Project Management	SC-320	0831
Product Assurance Staff	SC-321	0831
Branch of Data Records & Modeling	SC-322	0831
Branch of Project Liaison & Support	SC-323	0831
Projects	SC-329	0831
Division of Systems Operations/Maintenance & Support Services	SC-340	0558
Branch of Computer Applications	SC-342	0558
Branch of IRM Technical Support	SC-343	0558
Branch of GIS Services	SC-344	1981
Division of Finance	SC-610	7124
Financial Systems Staff	SC-613	7124
Branch of General Accounting	SC-615	7124
Branch of Data Control & Payments	SC-616	7124
Branch of Budget & Program Information	SC-614	7124
Division of Personnel	SC-630	6685
Branch of Classification & Staffing	SC-631	6685
Branch of Labor & Employee Relations	SC-632	6685
Branch of Employee & Organizational Development	SC-633	6685

Division of Administrative Services	SC-650	6276*
Branch of Procurement	SC-651	7026*
Branch of Information Resource Acq.	SC-652	1981
Target System Acq. Staff	SC-652B	1981
ADP & Telecomm. Support Section	SC-652A	6501
Branch of Bureau Library	SC-653	4810
Branch of Personal Property & Office Services	SC-657	6276*
SC Support Section	SC-657A	0561
Printed Materials Dist. Section	SC-657B	0845
Division of Technical Services	SC-670	8867
Branch of Mapping Sciences	SC-671	8867
Branch of Engineering Services	SC-672	6564
Branch of Buildings Engineering	SC-673	6564
Branch of Photo Imaging	SC-675	6564
Branch of Cadastral Survey Development	SC-678	8867

* Certain offices are located at 390 Union Boulevard, Suite 540, Lakewood, CO 80225. The FTS and commercial prefix for these offices is: (303) 969-.

Automated Information Systems (AIS) Security

AIS Security Officer, SC-102

Service	Name	Title	Phone
Site, data, and software security; personnel clearances; security training; risk assessments; security audits and evaluations	Chuck Wood	AIS Security Officer	6430

Automated Land & Mineral Record System (ALMRS)/Modernization Project

ALMRS/Modernization Project Staff, SC-310

Service	Name	Title	Phone
ALMRS/Modernization Project Management	Larry Money Bernie Cameron	Project Manager Deputy Project Manager	6507 0095
Project integration and liaison	Linda Colville	Integrated Project Manager	6454
Implementation planning, site preparation, training	Mel Valerio	Transition Section Staff Chief	8232
ALMRS Core Prototype, Initial Operating Capability (IOC)	Mike Hengel	Prototype/IOC Chief	4611
ALMRS/Modernization and related projects	INFO-FAX		1115

Division of Project Management, SC-320

Service	Name	Title	Phone
ALMRS data integration, collection, and validation	Jenny Saunders	Data Integration Section Chief	0534

Division of Project Management, SC-320 continued

Service	Name	Title	Phone
ALMRS data modeling	Don Oakland	Modeling Section Chief	0537
Data administration	Melanie Rhinehart	SC Data Administrator	9940
Geographic Coordinate Data Base (GCDB)	Marilyn Myers-Chapman	GCDB Project Manager	0188
Software improvement	Barney Poole	Software Improvement Project Manager	6425
Eastern States data conversion	Sara Kraus	Project Technical Lead	6415
Records transition	Wendy Spencer	Acting Records Transition Project Manager	6642
Record System Release 2	Terry Reed	Acting Record System Release 2 Project Manager	0944
ALMRS data collection and validation	Tom Adler	Acting Data Collection and Validation Project Manager	8935

Branch of Information Resources Acquisition, SC-652

Service	Name	Title	Phone
ALMRS/Modernization Project contract administration	Bruce Beierle	ALMRS/Modernization Project Contracting Officer	0225

Cadastral Survey

Branch of Cadastral Survey Development, SC-678

Service	Name	Title	Phone
Cadastral survey program	Jon Abrams	Branch Chief	0179
PCCS programs (consulting and maintenance)	Bill Ball	Physical Scientist	0185
Monumentation	Richard Case	Physical Scientist	0184

Branch of Cadastral Survey Development, SC-678 continued

Service	Name	Title	Phone
GPS (satellite)	Jerome Fiedler	Geodesist	0181
Equipment cache	Timothy Geary Vickie Smejkal	Land Surveyor Supply Technician	6013 6373
Exhibits	Herman Weiss	Visual Information Specialist	0186
ALMRS/Modernization program, cadastral data administration	Doug Wilcox	Geodesist/Cadastral Data Administrator	0182

Division of Project Management, SC-320

Service	Name	Title	Phone
Geographic Coordinate Data Base	Marilyn Myers-Chapman	GCDB Project Manager	0188

Coal Management

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
Hazardous materials management related to the coal program	Dave Schafersman	Hazardous Materials Management Section Chief	1143
Mine lands reclamation	Rhio Jackson	Surface Protection Specialist	0141
Hydrology related to coal management	Paul Summers	Geologist	0151

Branch of Lands and Minerals, SC-214

Service	Name	Title	Phone
Technical issues on mine plans, exploration activities, inspection and enforcement, production verification, automated systems relating to coal management, SLMS II	Joe Rasmussen	Mining Engineer	0140

Communications Products

Technology Transfer Staff, SC-140

Service	Name	Title	Phone
Audio visual productions	Bob Kyle	Audio Visual Production Specialist	6406
Graphic design and layout	Peter Doran	Supervisory Visual Information Specialist	6409
General interest and technical documents, Center Scene	Linda Hill	Writer/Editor	4238
User documentation, technical documents	Robert Woerner	Writer/Editor	6528

Division of Project Management, SC-320

Service	Name	Title	Phone
Writing and editing	Janet Poorman	Technical Writer/Editor	9936
	Karen Miranda	Writer/Editor	6384
Graphic design and layout	Kathy Byers	Computer Assistant	7059
	Theresa Fresquez	Student Trainee	7059
	Judy Stringer	Computer Assistant	9934

Computer Applications

Branch of Computer Applications MaintenanceServices, SC-342

Service	Name	Title	Phone
General computer applications issues	Iris Matney	Branch Chief	6518
Federal Financial, Federal Payroll Personnel Systems	Marvin Gutwein	Financial Systems Support Section Chief	6270

Branch of Computer Applications Services, SC-342 continued

Service	Name	Title	Phone
Aircraft Contract Monitoring, Automated Directives Digest, Automated Fleet Management, Automated Personal Property, Chargeback, Data Element Dictionary, Departmental Fleet Management, Financial Interface, Maintenance Management, Monthly Report of Operations, Motor Vehicle Reconciliation Systems	Rick Graham	Administrative Systems Support Section Chief	6275
Adopt-A-Horse, Automated Inspection Records, Cadastral Survey Field Index, Grazing Authorization Billing, Inventory Data, Material Disposal Reporting, Minerals Management, Public Domain Forestry Inventory, Rangeland Improvement Project, Water Power Systems	David Shaffer	Resource Systems Support Section Chief	6307
Automated Land & Mineral Record System (Legal Land Description/ Status/Case Recordation), Automated Lease Management, Bond Surety, Case Recordation (OGL), Master Name, Match/Merge, Remote Entry of Time & Attencance Reporting, Solid Leasable Minerals Systems	Fred Robison	Acting Land Record Systems Support Section Chief	5897

Division of Project Management, SC-320

Service	Name	Title	Phone
ALMRS data installation, computer automation support	Jenny Saunders	Acting Data Records and Modeling Branch Chief	0538
Configuration management, life cycle management, analytical support	Carl Zulick	Project Management Support Section Chief	0944
Total quality management	John Deuter	Quality Assurance Specialist	3582
	Don Sweep	Project Liaison and and Support Branch Chief	6273
Software improvement	Barney Poole	Software Improvement Project Manager	6425

Computer Operations

Branch of IRM Technical Support and Operations, SC-343

Service	Name	Title	Phone
Operation and maintenance of Honeywell DPS 8000 and 6 Plus, PRIME 6550 and 9955	Steve Childers	Computer Operations Unit Chief	4764
System operations, software testing and installation	Doris Hanley	Production Management Unit Chief	6563
Computer performance measurement	Andy MacMillan	Computer Specialist	6534
Contract management for support services contract	Matt Krimmer	Computer Operations and Production Section Chief	6544
GCOS-8 operating system, DPS-8000 technical assistance	Brad Betz	Computer Systems Programmer	6569

Branch of IRM Technical Support and Operations, SC-343 continued

Service	Name	Title	Phone
GCOS-8 operating ; system; DPS-8000 technical assistance	Jim McGinley	Computer Systems Programmer	6659
DPS-6 and PRIMOS operating systems, DPS-6 and PRIME technical assistance	Andy Anderson	Computer Systems Programmer	1960
PRIME technical assistance	Carol Mikesh	PRIME Technical Consultant	6386
DBMS software, ORACLE releases	Lyle McCaughey	Computer Systems Programmer	6661
DBMS software, ORACLE releases	Rhonda Corah	Computer Systems Programmer	6566
IRM procurement and contract administration	Laura Davis	IRM Planning & Acquisition Section Chief	6578
User support	Hotline		0611

Data Administration

Division of Project Management, SC-320

Service	Name	Title	Phone
General data administration	Melanie Rhinehart	Service Center Data Administrator	9940

Eastern StatesData Conversion/Collection

Division of Project Management, SC-320

Service	Name	Title	Phone
ES Data Conversion Project	Sara Kraus	Project Technical Lead	6415

Energy & Minerals Liaison

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Problem resolution; interagency support; intra-agency, interagency, and industry/government automation activities	Paul Bodenberger Alan Johnson	Program Analyst Systems Analyst	3449* 3450*

* FTS and commercial prefix is (303) 231-.

Engineering

Branch of Engineering Services, SC-672

Service	Name	Title	Phone
Dam safety, technical assistance	Larry Hoovestol	Branch Chief	0120
Bridge safety	Keith Christiansen	Structural Engineer	5253
Engineering training & specifications	Dion Dishong	Civil Engineering Technician	0130
Occupational safety and health	Duane Blamey	Safety Specialist	8865
Industrial hygiene	Kathy Hoffman	Industrial Hygienist	4186

Branch of Building Engineering, SC-673

Service	Name	Title	Phone
Building construction and maintenanceprogram management	L.J. Porter	Branch Chief	0119
Handicapped accessibility	Frank Ciesel	Architect	5254
Specifications	Jim Schloss	Engineering Specifications Writer	6456
Seismic safety	Dan Kawamoto	Structural Engineer	2242

Equal Employment Opportunity (EEO)

Equal Employment Opportunity Staff, SC-120

Service	Name	Title	Phone
Equal employment opportunity, affirmative action, special emphasis, and complaints of discrimination programs	Marciano Briones Sandra Romero Labretta Harris-Pope	EE Manager EE Specialist Secretary	6467 6468 6468

Finance

Financial Systems Staff, SC-613

Service	Name	Title	Phone
Financial systems development	Betty Buxton	Financial Systems Staff Chief	6328
FFS security	JoAnne Swartz	Computer Specialist	6333

Branch of Budget and Program Information, SC-614

Service	Name	Title	Phone
General budget and program financial information	Bob Henry	Financial Systems Analyst	6620
Payments in lieu of taxes (PILT)	Bill Howell	Operating Accountant	6336

Branch of General Accounting, SC-615

Service	Name	Title	Phone
Accounting services	Jack Blickley	Branch Chief	6328
Payments to State and local governments (non-PILT)	John Vest	Program & Revenue Accounting Section Chief	6332

Branch of Data Control & Payments, SC-616

Service	Name	Title	Phone
Payments to employees and vendors	Glenda Wilson	Payments Section Chief	6590
FFS systems production, report distribution	Verna Glasmann	Data Control Section Chief	9388

Fleet Management

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*
Vehicle/heavy equipment specifications, procurement, replacement, repairs, maintenance, excess, warranties, and training	Tom Jatko	Equipment Specialist	6536*
AFMS, vehicle/heavy equipment procurement, replacement,fleet management plans, redistribution, pooling, GSA motor pools, Fedstrip	Dave Maghan	Property Management Specialist	6531*
Data entry and use of AFMS and related ASPEN files	Judy Reck	Supply Clerk	6532*

* FTS and commercial prefix is (303) 969-.

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
ADP assistance for AFNS and DFMS	Rick Graham	Administrative Systems Support Section Chief	6275

Branch of General Accounting, SC-615A

Service	Name	Title	Phone
Tracking of vehicle replacement costs	Dennis Young	Operating Accountant	6315

Forest Management

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Material Disposal Reporting System and forest inventory	Tom Costello	Natural Resource Specialist	0144
Forest/woodland management and inventory, forest inventory, growth and yield projections, and allowable harvest (harvest scheduling) determination	Bill Williams	Forester	0158

Geographic Coordinate Data Base (GCDB) Project

GCDB Project Staff, SC-329

Service	Name	Title	Phone
GCDB Project	Marilyn Myers-Chapman	Project Manager	0188

Geographic Information Systems (GIS)

Branch of GIS Services, SC-344

Service	Name	Title	Phone
GIS user support	Gerald Edler	Acting Branch Chief	0102
Interim I Land Records System	Janice McDowell	User Representative	1957
GIS software support	James Blancett	GIS Software Support Section Chief	6416

Division of Project Management, SC-320

Service	Name	Title	Phone
Interim 2 Land Records System	Terry Reed	Acting Interim 2 Project Manager	0251
GIS Improvement Project	Wendy Bullock	Project Manager	3261

Hazardous Materials Management

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
Hazmat; soil, water, & air; natural resources damage assessment & restoration - general	Mike Kirby	Branch Chief	8858

Hazardous Materials Management Section, SC-212B

Service	Name	Title	Phone
Hazmat - general	Dave Schafersman	Section Chief	1143
Hazmat - administrative support	M.J. Smart	Office Assistant	0170
COR, closed landfill contract & geological support	Steve Barrell	Physical Scientist/Geologist	0148
Toxicology and general hazmat support	Karl Ford	Toxicologist	6622
COR, PA/SI contracts & general hazmat support	Rhio Jackson	Surface Protection Specialist	0141
Geology, seismology, and general hazmat support	Brent Lewis	Senior Geologist	0550
Graphics, data base support for hazmat	Tom Morris	Computer Specialist	8858
Ground water modeling & general hazmat support	Tom Olsen	Geologist	6525

Hazardous Materials Management Section, SC-212B continued

Service	Name	Title	Phone
COR, technical assistance contract & general legal support	Ken Smith	Paralegal Specialist	0206

Soil, Water, & Air Section, SC-212A

Service	Name	Title	Phone
Hazmat - ground-water support	Paul Summers	Geologist	0151

ALMRS/Modernization Project, SC-310

Service	Name	Title	Phone
Hazmat - computer system analysis support	Ellis Monash	Computer System Analyst	9937

Branch of Procurement, SC-651

Service	Name	Title	Phone
Hazmat - contract officer	Joe Bogus	Contract Specialist	6521*
Hazmat - contract officer	Kathleen Shriver	Contract Specialist	6516*
Hazmat - price/cost analysis support	Ron Bailey	Contract Price/ Cost Analyst	6504*

*FTS and commercial prefix is (303) 969-.

Branch of Mapping Sciences, SC-671

Service	Name	Title	Phone
Hazmat - remote sensing support	Jim Turner	Remote Sensing Section Chief	0840

Branch of Engineering Services, SC-672

Service	Name	Title	Phone
Hazmat - environmental audits	Larry Hoovestol	Branch Chief	0120
Hazmat - industrial hygiene support	Kathy Hoffman	Industrial Hygienist	4186

Information Resources Acquisition

Branch of Information Resources Acquisition, SC-652

Service	Name	Title	Phone
ADP acquisition management	Larry Peck	Branch Chief	8868
ALMRS/Modernization acquisition	Bruce Beierle	Target System Acquisition Staff Chief	0225

Lands, Realty, & Rights-of-Way

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Lands program	Bill Krech	Branch Chief	0150

Division of Project Management, SC-320

Service	Name	Title	Phone
ALMRS user rep	Jenny Saunders	Data Integration Specialist	0534
Case Recordation user representative	Pat Moreno	Management Analyst	8919

Library

Branch of Bureau Library, SC-653

Service	Name	Title	Phone
Library reference/ literature searches/ legal research	Barbara Campbell	Supervisory Librarian	6648
LRS/cataloging	Barbara Klassen	Library Technician	6647
Interlibrary loan/ document delivery	Terry Day	Library Technician	6650
Acquisitions/books	Joan Penzien	Library Technician	6633
BLM Monthly Alert/ serials	Talitha Cumi	Library Technician	6434
Library management	Sandra Bowers	Branch Chief	6646

Mapping Sciences

Branch of Mapping Sciences, SC-671

Service	Name	Title	Phone
Mapping sciences Program management	Fred Batson	Branch Chief	6376
Cartography, scanner, plotting	Debra Carter	Cartography Section Chief	7345
Photogrammetry, Zeiss, Line Trace Plus	Mike Hutt	Photogrammetry Section Chief	0171
Remote Sensing, ERDAS, LAS, GRASS	Jim Turner	Remote Sensing Section Chief	0840

Minerals Resource Management

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
Hazardous materials management related to the minerals resource program	Dave Shafersman	Hazardous Materials Management Section Chief	1143
Mine lands reclamation	Rhio Jackson	Surface Protection Specialist	0141
Hydrology related to minerals resource management	Paul Summers	Geologist	0151

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Technical issues on mine plans, exploration activities, inspection and enforcement, production verification, SLMS II	Joe Rasmussen	Mining Engineer	0140

Division of Project Management, SC-320

Service	Name	Title	Phone
Data modeling	Don Oakland	Data Modeling Section Chief	0537

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
ADP assistance	David Shaffer	Resource Systems Support Section Chief	6307

Mining Law Administration

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
Hazardous materials management related to the minerals resource program	Dave Schafersman	Hazardous Materials Management Section Chief	1143
Mine lands reclamation	Rhio Jackson	Surface Protection Specialist	0141
Hydrology related to mining law administration and minerals resource management	Paul Summers	Geologist	0151

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
Technical issues on mine plans, exploration activities, inspection and enforcement	Joe Rasmussen	Mining Engineer	0140

Division of Project Management, SC-320

Service	Name	Title	Phone
Mining Claims Recordation System user representative	Cheryl Laudenbach	Management Analyst	1955

Natural Resources Damage Assessment & Restoration (NRDAR)

Branch of Physical Sciences, SC-212

Service	Name	Title	Phone
NRDAR - general	Mike Kirby	Branch Chief	8858

Office & Administrative Support

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*

*FTS and commercial prefix is (303) 969-.

Service Center Support Section, SC-657A

Service	Name	Title	Phone
Disaster recovery and records preservation	Calvin Riley	Section Chief	0664
Records disposition; policy development; technical assistance, training, and evaluation of records & directives management; Bureau's Records Inventory Disposition System Project Manager; Freedom of Information Act Specialist	Marie Martin	Management Analyst	6644
SC records and directives management; Automated Directives Digest Bulletin; SC correspondence, reports, and forms management	Donna Klockenteger	Records Manager	6369

Branch of Personal Property & Office Services, SC-657A continued

Service	Name	Title	Phone
Issuance of ID and security key cards, Imprest Fund cashier, conference room coordination	Lynne Lotvedt LaVeda Smith	Office Assistant Office Automation Clerk	6485
SC small purchasing (under $25,000), Fedstrip, GSA stores, household moves, Government Bills of Lading, and uniforms	Shirley Folger	Contract Specialist	6368
Payment of invoices, alternate Imprest Fund cashier, purchasing support for SC	Connie Miller	Procurement Clerk	6362
Space management, building maintenance/ repairs, moving and storage for SC	Michael Kostroski	Facilities Management Specialist	6367
Personal property management, motor vehicle management for SC	Jim Crews	Property Management Specialist	4676
Mail management for SC	Chuck Garcia	Supervisory Mail Clerk	6358

Printed Materials Distribution Section, SC-657B

Service	Name	Title	Phone
Printing/ reprographics and reproduction operations and management, copier equipment management	Carl Anderson	Printed Materials Distribution Section Chief/SC Supervisory Printing Specialist	6364
SC in-house reproduction operations, satellite reproduction equipment maintenance and support	Keith Smith	Duplicating Equipment Operator	6363

Printed Materials Distribution Section, SC-657B continued

Service	Name	Title	Phone
SC warehouse internal management and operations; SC accountable property, equipment, and supplies receiving	Frank Tisby	Materials Handler Foreman	7637
SC accountable personal property, equipment, and supplies receiving	Bob Sears Don McArdle John Vigil	Materials Handlers	7638

Oil & Gas Management

Branch of Lands & Minerals, SC-214

Service	Name	Title	Phone
User representative for AIRS	John Evans	Fluid Minerals Specialist	7582
User representative for MRO	Bill Krech	Branch Chief	0150

Division of Project Management, SC-320

Service	Name	Title	Phone
Data collection, validation, and systems management for oil and gas	Jenny Saunders	Data Integration Section Chief	0534
Case Recordation user representative	Pat Moreno	Management Analyst	8919

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
AIRS ADP assistance	David Shaffer	Resource Systems Support Section Chief	6307
MRO ADP assistance	Rick Graham	Administrative Systems Support Section Chief	6275

Personal Property & Office Services

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*
Property management issues and the DFMS	Lee Krebs	Property Management Specialist	6535*

* FTS and commercial prefix is (303) 969-.

Personal Property Records & Inventory

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*

Property Records & Inventory Section, SC-657C

Service	Name	Title	Phone
APPS and related ASPEN files, annual inventory scheduling and reconciliation, and barcoded property tags program direction; maintenance of APPS records of accountable equipment for the SC and WO, reconciliation of personal property enventories for these offices, and provision of barcoded property tags	Kathy Montgomery	Property Records & Inventory Section Chief	6530*

Branch of Personal Property & Office Services, SC-657C continued

Service	Name	Title	Phone
Maintenance of APPS records of accountable equipment for Alaska, Arizona, California, Colorado, Eastern States, Idaho, and BIFC; reconciliation of personal property inventories for these states; and provision of barcoded property tags	Pauline Tadolini	Supply Technician	6527*
Maintenance of APPS records of accountable equipment for Montana, Nevada, New Mexico, Oregon, Utah, and Wyoming; reconciliation of personal property inventories for these states; andprovision of barcoded property tags	Lois Perrin	Supply Technician	6528*

* FTS and commercial prefix is (303) 969-.

Personnel

Division of Personnel, SC-630

Service	Name	Title	Phone
PAY/PERS	Richard Pixton	Personnel Management Specialist	6693

Branch of Classification and Staffing, SC-631

Service	Name	Title	Phone
Position descriptions, position classification	Mark Whitesell	Position Classification Specialist	6702
Position sensitivity	Debbie Kolen	Position Classification Specialist	6503
Recruitment, vacancy announcements	Nellie Werito	Personnel Staffing Specialist	6402
Recruitment, vacancy announcements, application ratings	Lynne Price	Personnel Staffing Specialist	6703

Branch of Labor and Employee Relations, SC-632

Service	Name	Title	Phone
Labor/employee relations	Phyllis O'Neill	Acting Branch Chief	6505
Ethics, employee relations, disciplinary actions, grievances, appeal procedures	Siobhan Gibson	Employee Relations Specialist	6701
Employee relations, performance appraisal, disciplinary actions, grievances, appeal procedures	Sue Jamiel	Employee Relations Specialist	6959
Retirement, pay, leave, OWCP	Mary Haugland	Personnel Management Specialist	6561
Employee benefits, Thrift savings, incentive awards, suggestions, leave sharing		Employee Relations Assistant	

Branch of Employee and Organizational Development, SC-633

Service	Name	Title	Phone
Organizational development, Management and Leadership Workshop, Advanced Leadership Workshop	Gordon Jennings	Branch Chief	0200
Training	William Moody	SC Training Officer	6699

Photo Imaging

Branch of Photo Imaging, SC-675

Service	Name	Title	Phone
Cadastral Survey Microfilm System, micrographic services	Elizabeth Riley	Supervisory Technical Information Specialist	6357
Photography	Faye Bogan Robert Zangari	Photographers	6511

Branch of Photo Imaging, SC-675 continued

Service	Name	Title	Phone
Field note inquiries	Dennis Clonts Mac Goding	Technical Information Specialists Printing & Printed Materials	6511

Printing & Printed Materials Distribution

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and	Lee Tomlin	Branch Chief	6522*

*FTS and commercial prefix is (303) 969-.

Printed Materials Distribution Section, SC-657B

Service	Name	Title	Phone
Printing/ reprographics and reproduction operations and management, copier equipment management	Carl Anderson	Section Chief/ Supervisory Printing Specialist	6364
New and revised forms analysis, design services, annual forms review, SO forms programs review	Karen Wrenn	Bureau Forms Manager	0233
Print orders and requisitions for GPO print jobs, SC in-house reproduction operations	Sherri Hendren	Printing Specialist	6458
SC in-house reproduction operations, satellite reproduction equipment maintenance and support	Keith Smith	Duplicating Equipment Operator	6363
Printed materials inventory management	Bob Stahl	Inventory Management Specialist	1975
Field office order computer data entry, inventory management reports	Thelma Dowds	Supply Clerk	1975

Printed Materials Distribution Section, SC-657B continued

Service	Name	Title	Phone
SC warehouse internal management and operations; SC accountable personal property, equipment, and supplies receiving	Frank Tisby	Materials Handler Foreman	7637
Printed materials distribution; SC accountable property, equipment, and supplies receiving	Bob Sears Don McArdle John Vigil	Materials Handlers	7638
Printed materials distribution, clerical functions related to warehouse operations, printed materials stock stratification	Becky Tague	Supply Clerk	7638

Division of Project Management, SC-320

Service	Name	Title	Phone
Distribution of charters, project plans, initiatives, etc., related to ALMRS/Modernization and other projects	Jan Poorman Karen Miranda	Technical Writer/Editor Writer/Editor	9936 6384

Branch of Cadastral Survey Development, SC-678

Service	Name	Title	Phone
Distribution of training programs audiovisual programs and publications related to cadastral survey	Ray Harpin Herman Weiss	Land Surveyor Visual Information Specialist	6354 0186

Branch of Procurement, SC-651

Service	Name	Title	Phone
Construction, A-E services, land treatment, heavy equipment	Larry Keller	Construction & Services Section Chief	6509*
Environmental studies, hazmat, cadastral survey, supplies, services	Irene Clapp	Specialty, Study, & Supply Section Chief	6520*
Leasing of real property	Dave Cunningham	Acting Real Property & Space Acquisition Section Chief	6539*
Acquisition support, assistance, planning, policy	Ed Fritchie	Branch Chief	6502*

* FTS and commercial prefix is (303) 969-.

Branch of Information Resources Acquisition, SC-652

Service	Name	Title	Phone
ADP acquisition management	Larry Peck	Branch Chief	8868
ALMRS/Modernization acquisition	Bruce Beierle	Target System Acquisition Staff Chief	0225

Branch of Personal Property & Office Services, SC-657A

Service	Name	Title	Phone
Small purchasing (under $25,000) for SC	Shirley Folger	Contract Specialist	6368

Program, Budget, & Evaluation

Program, Budget, and Evaluation Staff SC-130

Service	Name	Title	Phone
Budget	Greg Graff	Staff Chief	0198
	Sandy Hale	Budget Analyst	6460
OIG/GAO/ICR, SC Table 10	Ros Warren	Management Analyst	6463
Evaluations/reviews/ studies	Ros Warren	Management Analyst	6463

Project Management

Division of Project Management, SC-320

Service	Name	Title	Phone
Project management	Robert Leopold	Division Chief	6420
Quality assurance relating to hardware, software development and implementation	Philip (John) Deuter	Quality Assurance Specialist	3582
Technical policy, process modeling and data records requirements/standards support, data element dictionary management, records and data administration, data integration and conversion	Jenny Saunders	Data Integration Section Chief	0534
	Dave Nelson	Data and Records Section Chief	6413
	Don Oakland	Data Modeling Section Chief	0537
	Melanie Rhinehart	SC Data Administrator	9940
Technical, administrative, and clerical project support, life cycle management, configuration management, systems analysis, documentation control, technical writing/editing, budget support	Don Sweep	Project Liaison and Support Branch Chief	6273
	Carl Zulick	Project Management Section Chief	0944
	Darlene Puleo	Administrative Support Section Chief	0051

Property Disposal

Branch of Personal Property & Office Services, SC-657

Service	Name	Title	Phone
Personal property and office services management	Lee Tomlin	Branch Chief	6522*
Personal property disposal, hazardous material disposal and waste minimization, DOI Disposal Module	Gwen Rush	Property Utilization Specialist	6525*
DOI available personal property report, excess reporting to GSA, and small lot sales	Sheri Johnson	Property Disposal Technician	6524* (TDD)
Freeze requests for BLM available personal property, input of disposal items to APPS, information of freeze status	Carrol See	Property Disposal	6523*

* FTS and commercial prefix is (303) 969-.

Public Land History

Division of Resource Services, SC-210

Service	Name	Title	Phone
Public lands records research	Jim Muhn	Land Law Historian	6645

Division of Project Management, SC-320

Service	Name	Title	Phone
Public land records research for the ALMRS/Modernization Project	Jenny Saunders	Data Integration Section Chief	0534

Rangeland Management

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Rangeland monitoring, SITEFORM	Ned Habich	Range Conservationist	0166
GABS, grazing administration	Leon Pack	Range Conservationist	0156
Vegetation inventory, IDS	Bob Wagner	Range Scientist	0165
RIPS	Dave Kathman	Watershed Specialist	0145

Branch of Computer Applications Maintenance Services, SC-342

Service	Name	Title	Phone
ADP assistance for GABS, RIPS, IAM, IDS, and IDSU	David Shaffer	Resource Systems Support Section Chief	6307

Branch of IRM Technical Support and Operations, SC-343

Service	Name	Title	Phone
Computer operations and production, systems software support	Dennis Anderson	IRM Technical Support & Operations Branch Chief	6519

Division of Finance, SC-610

Service	Name	Title	Phone
Billing and collections for GABS	John Vest	Program and Revenue Accounting Section Chief	6346

Records Transition

Division of Project Management, SC-320

Service	Name	Title	Phone
Records Transition Project	Wendy Spencer	Project Manager	6642

Branch of Physical Sciences, SC-212A

Service	Name	Title	Phone
General soil, water, & air issues	Dan Muller	Soil, Water, & Air Section Chief	7198
Soil and watershed analyses	Al Amen	Soil Scientist	0154
Instream processes	Jim Fogg	Hydrologist	0539
Water quality	Eric Janes	Hydrologist	0147
Watershed treatments, RIPS user rep., IAM user rep.	Dave Kathman	Watershed Specialist	0145
Waterpower and reservoir resources management	Joe Kuka	Hydraulic Engineer	6635
Geohydrologic investigations	Paul Summers	Geohydrologist	0151
Watershed and ground-water analyses	Steve Swanson	Physical Scientist	8693
Water data, Water Data Management System user rep.	Margaret Trujillo	Computer Assistant	8037

Technology Transfer Staff, SC-140

Service	Name	Title	Phone
Publications production; graphics, exhibits, and presentation support	Peter Doran	Acting Staff Chief	6409

Branch of Computer Applications Maintenance Service, SC-342

Service	Name	Title	Phone
Applications support for RIPS, Water Data Management System, IAM, Waterpower and Reservoir Resources System	David Shaffer	Resource Systems Support Section Chief	6307

Branch of GIS Services, SC-344

Service	Name	Title	Phone
GIS support	Gerald Edler	Acting GIS Services Branch Chief	0102

Branch of Mapping Sciences, SC-671

Service	Name	Title	Phone
Cartographic, photogrammetric, and remote sensing support	Fred Batson	Mapping Sciences Branch Chief	6376

Branch of Engineering Services, SC-672

Service	Name	Title	Phone
Engineering support	Larry Hoovestol	Engineering Services Branch Chief	0120

Statistics & Operations Research

Division of Resource Services, SC-210

Service	Name	Title	Phone
Statistical consultation and analysis, decision support systems techniaues	Fred Martinson	Operations Research Analyst	0097

ALMRS.Modernization Project, SC-310

Service	Name	Title	Phone
Satistical consultation and analysis	Mike Garratt	Statistician	0096

Telecommunications/Network Management

Branch of IRM Technical Support and Operations, SC-343

Service	Name	Title	Phone
Telecommunications	Ken Wilbert	Telecommunications Manager	6519

Waterpower & Reservoir Resources

Branch of Physical Sciences, SC-212A

Service	Name	Title	Phone
Waterpower and reservoir resource guidance, technical assistance, and coordination	Joe Kuka	Hydraulic Engineer	6635

Wild Horse & Burro Management

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Wild Horse and Burro Information System	Dick Stark	Range Conservationist	0157

Wildlife & Fisheries Information System—Special Status Species Tracking (WFIS-SSST)

Division of Project Management, SC-320

Service	Name	Title	Phone
WFIS Project	Phyllis Beierle	Acting Project Manager	3592

Wildlife, Fisheries, & Rare Plants

Branch of Biological Sciences, SC-213

Service	Name	Title	Phone
Wildlife habitat management, threatened and endangered species management	Ray Boyd	Wildlife Management Biologist	6310
Special Status Species Program	Phil Dittberner	Plant Ecologist	1833
WFIS, fisheries habitat management	Jerry Farringer	Fisheries Biologist	0142

Branch of Biological Sciences, SC-213 continued

Service	Name	Title	Phone
Fisheries habitat management and riparian/wetland area management	Don Prichard	Fisheries Biologist	0162

Division of Project Management, SC-320

Service	Name	Title	Phone
Wildlife and Fisheries Information System	Phyllis Beierle	Acting WFIS Project Manager	0163

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To the recipients of this document:

This is the first revision of the Directory of Services for BLM's Service Center. We invite your evaluations, opinions, and comments so that we may improve future versions. Our goal is to make the Directory of Services as useful, informative, and reader-friendly as possible. Please take the time to answer the following questions. Then remove this page and return it to the address printed on the other side. Thanks for helping us out!

1. Did the Directory of Services contain information that was useful to you?
   ___Yes ___No

2. How often do you use the Directory? _____

3. Was the Directory organized for easy use? ___Yes ___No If no, how could it be improved? _____

4. Were descriptions of services clear and easy to understand? ___Yes ___No

5. Was the level of detail in the descriptions appropriate?
   ___Too little detail ___Appropriate detail ___Too much detail

6. Was the information in the Directory reasonably current? ___Yes ___No

7. Did the Directory contain information on services you were previously unaware the Service Center provided? ___Yes ___No If yes, what were they? _____

8. Would you say you had more contact with the Service Center as a result of this directory? ___Yes ___No

9. Was the Directory missing any information you would like to see included?
   ___Yes ___No If yes, what? _____

10. Did you encounter any problems in using this Directory? ___Yes ___No
    If yes, what? _____

11. Please rate the Directory on the following:

	Poor	**Fair**	**Good**
Clarity of explanations			
Comprehensiveness			
Current information			
Ease of use			
Level of detail			
Organization of information			
Usefulness of information			

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